

ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE
Board of Trustees Meeting – Minutes
Thursday June 1, 2023 –Boardroom and MSTeams

The Board of Trustees met on Thursday, June 1 2023 at 4:30 p.m.

ATTENDANCE

Appointed Voting Trustees

1. Elaine Johnston, Chair
2. Lyne Robitaille, Vice-Chair
3. Jennifer Carling
4. Martin Grace (*Resignation*)
5. Bruce Ibbitson (*Regrets*)
6. William Elliott (*Teams*)
7. Heather Goulding
8. Lee Buck
9. Nancy Ewen (*Regrets*)

Ex-Officio Voting Trustees

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

Ex-Officio Non-Voting Trustees

12. Jeremy Stevenson, CEO/Administrator Manor/Board Secretary-Treasurer
13. Connie Free, CNE/Patient Relations Officer
14. Dr. Frank Chi, Chief of Medical Staff (*Regrets*)
15. Dr. Chris Prescott, Medical Staff President (*Regrets*)

Senior Management (Guests)

16. Chris Piel, CFO/VP Finance & Corporate Services
17. Rhonda Watson, VP HR, Strategy & Transformation

Guest Presenter

18. KPMG (Tiffany Cecchetto CPA, CA-KPMG LLP)

MINUTES

1. **PRESENTATION – KPMG**
 - a) **2022-23 Audited Financial Statement**
 - b) **Audit Presentation**

Tiffany Cecchetto from KPMG presented to the Board members a detailed report of both the 2022-23 Audited Financial Statements and the Audit Presentation. The Board members participated with Tiffany asking questions regarding specific attention brought to various outcomes and directives. Tiffany provided answers accordingly.

On completion of the presentation the Board Chair, Elaine Johnston, requested that Jeremy Stevenson and his team exit the room to have an open conversation with Tiffany Cecchette.

Upon return of Jeremy and his team, it was established that there were no further questions and thanks was given to everyone for their hard work and expertise.

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

Elaine Johnston called the meeting to order at 5:31 p.m.

Motion # 1

Moved by: Jennifer Carling

Seconded by: Lyne Robitaille

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The Board of Trustees hereby adopts the agenda as presented.

Vote taken.

Motion Carried.

3. LAND TREATY ACKNOWLEDGEMENT

Elaine Johnston led the group in the Land Treaty Acknowledgement.

4. OPENING PRAYER

Sheila Hoo led the group in prayer.

5. VALUES – Compassion Elaine read the value Compassion, *“We will show kindness, caring and a willingness to help others, without judgement.”*

6. DECLARATION OF CONFLICT OF INTEREST

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

7. MINUTES OF PREVIOUS MEETING

Members reviewed the minutes of March 30, 2023, no changes were made.

Motion # 2

Moved by: Sheila Hoo

Seconded by: Lee Buck

The Board of Trustees hereby adopts the minutes of March 30, 2023, Board meeting.

Vote taken.

Motion Carried.

8. ITEMS FROM PREVIOUS MEETING

There were no items brought forward from previous meeting.

9. REPORT TO CATHOLIC HEALTH SPONSORS OF ONTARIO (CHSO) / Sr. Trina Bottos

9.1 CHSO DESIGNATE MEETING SUMMARY

Sister Trina Botto's report and summary were reviewed by board members.

It was noted that two Board members have resigned, and their departure is a significant loss to our Board. One of the resignations was Sister Trina Botto's, who has served on the SJGHEL Board for 19 years.

The other Board member, Martin Grace having served one term on the SJGHEL Board

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10. LEADERSHIP REPORTS

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

Jeremy referred to his report (see CEO & Senior Leadership Team Board Report dated June 1, 2023).

In referencing his report Jeremy highlighted key priorities bring attention to Briefing note topics. Inquires and discussions came forth on a variety of topics from the report which were discussed at length with Jeremy and Senior Leadership answering questions as they arose from Board members.

Please see motions 3, 4 and 5 resulting form the CEO & Leadership Team Board Repot.

Motion # 3

Moved by: Lee Buck

Seconded by: Jennifer Carling

The Board of Trustees hereby accepts the Annual Compensation Adjustment recommendation for the SJGHEL Senior Leadership Team as per the Briefing Note: "Management & Administrative and Senior Leadership Team Annual Compensation Adjustment (Non-Union) May 17, 2023."

Vote taken.

Motion Carried

Motion #4

Moved by: Lyne Robitaille

Seconded by: Lee Buck

The Board of Trustees hereby approves the 2023-24 SJGHEL Budget as recommended by the Board Financial and Audit Committee.

Vote taken.

Motion Carried

Motion #5

Moved by: Sheila Hoo

Seconded by: Lee Buck

The Board of Trustees hereby approves the removal of the two-dose primary vaccine series mandate for SJGHEL as per the Briefing Note "The Current Validity & Relevance of a Mandated Primary, Two-Dose COVID Vaccination Series Policy" May 23, 2023

Vote taken.

Motion Carried

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11. COMMITTEE REPORTS

11.1 Medical Advisory Committee (MAC)/ Dr Frank Chi, Chief of Staff

The draft minutes of February 16, 2023 were reviewed with no questions or changes.

The draft minutes of April 20, 2023, were reviewed with no question or changes.

Motion #6

Moved by: Lyne Robitaille

Seconded by: Jennifer Carling

The Board of Trustees hereby approves the following privilege renewals for 2022-23 as recommended by the Medical Advisory Committee:

Active Staff

Dr. Adeel Amir
Dr. Sandra Adamson
Dr. Michael Britton-Foster
Dr. Frank Chi
Dr. Michael Stirling
Dr. Tim deBortoli
Dr. Emery Nelson
Dr. Chris Prescott
Dr. Jack Long
Dr. Todd Spencer
Dr. Catherine Groh
Dr. Andrew Purzner
Dr. Chérie Culic
Dr. Zubaida Siddiqui
Dr. Glenna Stirrett
Dr. Barry Wannan

Courtesy Staff/Locums

Dr. Nicolas Merk
Dr. Daniel Dalcin
Dr. Brian Dressler
Dr. James Chau
Dr. John Maunders
Dr. Dannica Switzer
Dr. Christine Pun
Dr. Stanley Shapiro

Courtesy Staff/Specialists/Surgery

Dr. Justin Todd (Orthopedics)
Dr. Jordi Cisa (Orthopedics)
Dr. Jennifer Anderson (ENT)
Dr. Baseer Khan (Ophthalmology)
Dr. Gurinder Sanghera (Ophthalmology)
Dr. Bishwajit Bora (Urology)
Dr. Stephen Morris (Gynaecology)

Courtesy Staff/Specialists/Radiology

Dr. Thelina Amaratunga
Dr. Deljit Dhanoa
Dr. Jacob Thomas
Dr. Raveen Kaur
Dr. Rishi Narine
Dr. Evan Roberts
Dr. Michael Schmidt

Courtesy Staff/Specialists/ Miscellaneous

Dr. John Harmon (Nephrology)
Dr. Amy Nistico (Nephrology)
Dr. H. Rayudu Koka (Psychiatry)
Dr. Subramanya Bhagavatula (Psychiatry)
Dr. Shemer Ratner (Nephrology)
Dr. Richard Goluch (Nephrology)
Dr. Olayiwola Kassim (Pathology)

Midwife

Tammy Roberts
Hayley Horton

Vote taken.

Motion Carried

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11.2 Board Quality Committee/Lyne Robitaille

The draft minutes of March 22, 2023 were reviewed and there were no questions or comments.

11.3 Finance & Audit Committee

- The draft minutes of February 8, 2023 were reviewed and there were no questions or comments.
- The drafted minutes of May 18, 2023 were brought forward as per the recommendations made by the Finance and Audit Committee to the Board – (See Motion 7 & 8). There were no questions or comments.

Motion #7

Moved by: Lyne Robitaille

Seconded by: Jennifer Carling

The Board of Trustees hereby passes the resolution that includes:

For the Chair of the Board of Trustees (or designate) to sign the H-SAA for the period from April 1, 2023, to March 31, 2024

For the Chair of the Board of Trustees (or designate) to sign the M-SAA Declaration of Compliance for the period from April 1, 2022, to March 31, 2023.

Vote taken.

Motion Carried

Motion #8

Moved by: Lyne Robitaille

Seconded by: Lee Buck

The Board Finance & Audit Committee (FAC) hereby recommends to the St. Joseph's General Hospital Elliot Lake Board of Trustees adding Jeremy Stevenson CEO, Connie Free CNE, and Chris Piel CFO, as signing officers on the Northern Credit Union account. Member number 700062843.

Vote taken.

Motion Carried

11.4 GOVERNANCE COMMITTEE

The Board committee took into great consideration the value of extending, on special request, to the Catholic Hospital Sponsors of Ontario (CHSO) the Board Chair's 6th consecutive year.

It was discussed and decided that we would begin the recruitment process, reaching out to members of the community and running an advertisement for the two recent Board member vacancies.

See motions 9, 10, and 11.

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Motion #9

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:

- ***Jennifer Carling for a third three-year term ending 2026.***

Vote taken.

Motion Carried

Motion #10

Moved by: Jennifer Carling

Seconded by: Sheila Hoo

Whereas, In accordance with Section 13.1 (b) of SJGHEL's Administrative By-laws, due to unprecedented circumstances of the COVID-19 pandemic, high turnover at the Board level and Senior Leadership Team, and in addition to help establish relations with the First Nations regarding the partnership created to develop new Long Term Care Beds in Sagamok & Serpent River, 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 2024, to help provide the experience, stability and consistency required;

- ***Elaine Johnston, Board Chair to end of June 2024.***

Whereas the current by-laws limits to no more than 2 consecutive years – This recommendation would represent a 6th consecutive year - The SJGHEL Board has established a succession plan for the next Board Chair: Lyne Robitaille, for June 2024.

Be it resolved; the Board of Trustees of St. Joseph's General Hospital Elliot Lake hereby recommends that the following Slate of Officers for 2023-24 be approved by the Board of Catholic Health Sponsors of Ontario:

1. ***Board Chair: Elaine Johnston***
2. ***Board Vice Chair: Lyne Robitaille***
3. ***Secretary/Treasurer: Jeremy Stevenson***

Vote taken.

Motion Carried

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Motion #11

Moved by: Lee Buck

Seconded by: Lyne Robitaille

The Board Finance & Audit Committee (FAC) hereby recommends to the St. Joseph's General Hospital Elliot Lake Board of Trustees the appointment of William Elliott to be the new chair of the Boards Finance and Audit Committee for a term as per the FAC Terms of Reference.

Vote taken.

Motion Carried

12. NEW BUSINESS

Motion #12

Moved by: Lee Buck

Seconded by: Jennifer Carling

The Board of Trustees hereby accepts the audited financial statements for the year 2022-23 fiscal year as presented by the firm of KPMG LLP and recommend the statement be received by CHSO.

Vote taken.

Motion Carried

Motion #13

Moved by: Lyne Robitaille

Seconded by: Sheila Hoo

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, 2024.

Vote taken.

Motion Carried

The Board members moved to go in camera dismissing the Senior Leadership Team for a presentation delivered by Jeremy Stevenson.

Motion #14

Moved by: Jennifer Carling

Seconded by: Lee Buck

The Board of Trustees hereby moved to go in-camera.

Vote taken.

Motion Carried

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Motion #15

Moved by: Lyne Robitaille

Seconded by: Lee Buck

The Board of Trustees hereby moves to go out of Camera.

Vote taken.

Motion Carried

13. FUTURE MEETINGS

13.1 **Board Quality Committee** – Wednesday October 25, 2023, 12 p.m.

13.2 **Board Finance and Audit Committee** – Wednesday October 25, 2023, 1 p.m.

13.3 **Board of Trustees – CHSO** – AGM June 20-21, 2023

13.4 **Board of Trustees** – Wed September 27, 2023


14. DISCUSSION PERIOD & MEETING EVALUATION


The evaluation form was distributed.

It was noted that the members of the Board are impressed, appreciate and enjoy the new structure of the CEO & Senior Leadership Team Board Report with the use of Briefing notes. Some of the other structures of Board meetings and agenda packages were discussed.

15. ADJOURNMENT

The meeting adjourned at 7:53 p.m. on a motion by Jennifer Carling.


Elaine Johnston
Board Chair


Jeremy Stevenson
Chief Executive Officer/Secretary-Treasurer

JS/mi