

Translation of the minutes of the public meeting of the Board of Directors – Original French version kept on file.

**Minutes of the Public Meeting of the Board of Directors  
of Vitalité Health Network, Held on Tuesday, February 21, 2012, at 6:30 p.m.  
Memorial Civic Centre  
Campbellton, N.B.**

**Members present:** Volpé, Rino (Chairman)  
DesRosiers, Philippe (Vice-Chairman)  
Roy-Vienneau, Jocelyne (Secretary)  
Brun, Carmel  
Soucie, Anne  
Ferguson, Philippe  
Godin, Gabriel  
Collette, René  
Peters, Tracy  
Guignard, Renald  
Ouellette, Louise  
Godbout, Rita  
Turcotte, Denis  
Couturier, Paul (Treasurer)  
Cyr, Bernard  
Cormier, Adélard  
Caissie, Joey (President and CEO, ex officio member)  
Desrosiers, Dr. France (Regional Chief of Staff – ex-officio member)  
(arrived at 6:45 p.m.)  
Sunderland, Linda (Chair of the PAC – ex officio member)

**Regrets:** Soucy, Sister Gaëtane

**Recording secretary:** Haché, Marie-Andrée

**1. Call to order**

The meeting was called to order at 6:30 p.m.

**2. Constitution of quorum and notice of meeting**

The meeting was duly called and quorum achieved.

**3. Remarks by the Chairman of the Board of Directors**

It was mentioned that Vitalité Health Network's Regional Health and Business Plan was presented to the Minister of Health in December 2011, but she has not yet responded. It was explained that the Master Plan is being finalized.

**4. Approval of the agenda**

**MOTION 2012/02/21-01P**

The agenda was approved as presented.

**Carried unanimously.**

**5. Declaration of potential conflict of interest**

Nothing to report.

**6. Approval of the minutes of the December 6, 2011 meeting**

**MOTION 2012/02/21-02P**

The minutes of the December 6, 2011 meeting were approved as presented.

**Carried unanimously.**

**7. Questions arising from the minutes**

Nothing to report.

**8. Report by the President and CEO**

The President and CEO reported on the Network's activities since the last Board meeting. Since the last meeting was in December 2011, the President and CEO seized the opportunity to wish everyone present a healthy and happy New Year; he then went on to report on the following:

- Regional Health and Business Plan presented to the Minister of Health in December 2011;
- Announcement of capital projects by the Minister of Health last December;
- Financial situation;
- Organizational performance;
- Broken water pipe at the St. Joseph Community Health Centre;
- Administration of medication by licensed practical nurses in Zone 4 – Northwest;
- New blood pressure clinic at the St. Joseph Community Health Centre;
- Ambulatory care at the Grand Falls General Hospital;
- Fortieth anniversary of the Chaleur Regional Hospital;
- New main electrical entrance the Chaleur Regional Hospital;
- Dr. Mark Whalen of Campbellton - recipient of the Osler Award;
- Construction of the new Restigouche Hospital Centre;
- Expected date of reinstatement of ambulance stop at the Enfant-Jésus RHSJ† Hospital on April 16, 2012.

**MOTION 2012/02/21-03P**

That the report by the President and CEO be approved as presented.

**Carried unanimously.**

**9. Committee reports**

**9.1 Executive Committee**

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A report of the Executive Committee meeting held on February 14, 2012 was given. The following topics were addressed during this meeting:

- Approval of dedication requests for Zone 6;
- Resolution – FacilicorpNB regarding a group purchasing company;
- Cessation of public meeting recordings.

**MOTION 2012/02/21-04P**

That the report of the Executive Committee meeting held on February 14, 2012 be approved as presented.

Someone asked who the other FacilicorpNB shareholders were. In response, it was mentioned that the government is a shareholder of FacilicorpNB and that the health authorities serve on FacilicorpNB's board of directors.

**Carried unanimously.**

**9.2 Finance and Audit Committee**

The reports of the Finance and Audit Committee for January 11 and February 7, 2012 meetings were presented. The topics addressed during these meetings were:

January 11, 2012

- Meeting with the auditor

February 7, 2012

- Financial situation: it was explained that the figures for December show a deficit of \$67,000 and a balanced budget is forecasted by the end of March 2012.

**MOTION 2012/02/21-05P**

That the reports for the January 11 and February 7, 2012 Finance and Audit Committee meetings be approved as presented.

**Carried unanimously.**

**9.3 Governance and Nominating Committee**

A report of the Governance and Nominating Committee meeting held on January 24, 2012 was presented. The following topics were addressed during this meeting:

- Finalization of the Committee's terms of reference;
- Network by-laws;
- Work plan;
- Policy and procedure grid for 2012-2013;
- Appointment of Dr. Yves Thibeault on the Regional MAC;
- Upcoming meeting scheduled for April 17, 2012.

**MOTION 2012/02/21-06P**

That the report for the November 24, 2012 Governance and Nominating Committee meeting be approved as presented.

**Carried unanimously.**

**9.4 Quality and Risk Management Committee**

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A report of the January 19, 2012 Quality and Risk Management Committee was presented. The following topics were addressed during this meeting:

- Revision of the Committee's terms of reference and work plan;

**MOTION 2012/02/21-07P**

That the revised terms of reference for the Quality and Risk Management Committee be adopted as presented.

**Carried unanimously.**

- Presentation and approval of the Integrated Quality Management Conceptual; Framework for Vitalité Health Network;
- Development of scorecard underway;
- The senior management team working group will focus on the definition of population in order to make informed decisions regarding distribution of physicians;
- The Regional Quality and Safety Committee report was presented;
- Plan to prepare for the next accreditation survey;
- Upcoming meeting scheduled for April 24, 2012.

That the report for the January 19, 2012 Quality and Risk Management Committee meeting be approved as presented.

**Carried unanimously.**

A report on the special meeting held by the Risk Management and Quality Committee on February 20, 2012 was presented. The following topics were addressed during this meeting:

- A presentation of the New Brunswick Trauma Program was given;
- A letter needs to be drafted and sent to the Minister of Health requesting the recruitment of bilingual individuals for the physician's line and telephone operator position for the New Brunswick Trauma Program.

**MOTION 2011/12/06-09P**

That the Board support the recommendation by Risk Management and Quality Committee with regard to a letter being drafted and sent to the Minister of Health requesting bilingual candidates for the physician's line and for the position of telephone operator for the New Brunswick Trauma Program (Trauma Control Physician or TCP).

**Carried unanimously.**

- Discussion regarding a complaint situation and complaint management process.

**MOTION 2011/12/06-10P**

That report for the January 19, 2012 Quality and Risk Management Committee special meeting be approved as presented.

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A question was raised pertaining to the complaint management process. It was explained that a comprehensive review of the current process would be conducted.

One of the members asked if complaints had been receiving regarding the unilingual service on the NB Trauma Network's toll-free line. No formal complaint has been lodged, but the issue has been raised by physicians a few times.

**Carried unanimously.**

## **9.5 Human Resources Committee**

Presentation of the Human Resources Committee report for the February 2, 2012. The following topics were addressed during this meeting:

- Human resources scorecard;
- Budget system reconciliation and position numbers;
- Analysis of the state of Vitalité's organizational structure;
- Physician distribution chart;
- Manager distribution chart;
- Vacant positions;
- Policy on the location of corporate positions;
- Workplace-related accidents statistics chart;
- Employee survey;
- Employee wellness strategy.

### **MOTION 2011/12/06-11P**

That the Human Resources Committee report for February 2, 2012 meeting be approved as presented.

**Carried unanimously.**

## **9.6 Regional Medical Advisory Committee**

A report was given for the January 10, 2012, Regional Medical Advisory Committee meeting. The following topics were addressed during this meeting:

- Presentation on the Integrated Quality Management Conceptual Framework;
- Policy on disclosure of adverse events;
- Tabling of the Regional Medical Audit Committee report;
- Committee's position of the trauma file; the Committee made the same recommendation as the Quality and Risk Management Committee;
- Approval of privileges in zones 5 and 6;
- Proposal to the effect that the Regional MAC be the entity who grants privileges to midwives.

### **MOTION 2011/12/06-12P**

That the Regional Medical Advisory Committee report for the January 10, 2012 meeting be approved as presented.

**Carried unanimously.**

## **9.7 Professional Advisory Committee**

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A report for the November 17, 2012 Professional Advisory Committee meeting was given. The following topics were addressed during this meeting:

- The terms of reference for the following regional committee were approved by the President and CEO and are now available on intranet:
  - Regional Blood Transfusion and Blood Supply Management Committee;
  - Provincial Drugs and Therapeutics Committee;
  - Regional Infection Prevention Committee;
- Policy on Basic Life Support (BLS) for Caregivers
- Audit process for annual renewal of professional certifications;
- Provincial Drugs and Therapeutics Committee report;
- Regional Infection Prevention Committee report;
- Regional Multidisciplinary Charts Committee report;
- Presentation of the Integrated Quality Management Conceptual Framework;
- Presentation of the long-term care scorecard.

**MOTION 2011/12/06-13P**

That the report for the January 17, 2012 Professional Advisory Committee meeting be approved as presented.

**Carried unanimously.**

**10. Report by the FacilicorpNB representative**

A report of the January 17, 2012 meeting of the Board of Directors of FacilicorpNB was given. The following topics were addressed during this meeting:

- 2012-2013 budget;
- Preparations for the transfer of health authority laundry departments to FacilicorpNB on April 1, 2012.

**MOTION 2011/12/06-14P**

It was moved to approve the report by the FacilicorpNB representative as presented.

**Carried unanimously.**

**11. Presentation on the St. Joseph Community Health Centre in Dalhousie**

Dian Haché, Facility Director, gave a presentation on the St. Joseph Community Health Centre in Dalhousie.

The group thanked Ms. Haché for her presentation. Someone asked for clarifications regarding the satellite palliative care unit. A member explained that services at the Health Centre are provided by employees of the Campbellton Regional Hospital. It was also clarified that services provided are not home-based care services.

Someone asked what the French term “podologie” means. A member of the group explained that the term pertains to feet.

**12. Adjournment**

On a motion, the meeting was adjourned at 7:35 p.m.

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Rino Volpé  
Chairman of the Board of Directors

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Jocelyne Roy-Vienneau  
Board Secretary