

NOTICE OF MEETING MINUTES

(Original version signed and archived)

Title of meeting:	Board of Directors	Date and time:	April 26, 2016 at 1:30 p.m.		
Purpose of meeting:	Public meeting	Location: Days Inn (Dalhousie) Victoria Room			
Chairman:	Paul Couturier				
Recording Secretary:	Sonia Haché-Lanteigne				
Participants:					
Paul Couturier (Chairman)	√	Gabriel Godin (Vice-Chairman)	√	Sonia A. Roy	√
Adélard Cormier	√	Bonnie Mae Martin	√	Paulette Sonier Rioux	√
Roger Doiron	√	Pierre Martin (teleconference)	√	Anne C. Soucie	√
Philippe Ferguson	√	Christian Mercier	√	Donald Thériault	√
Rita Godbout	√	Tracy Peters	√	Lester Young	√
Ex officio members					
Gilles Lanteigne	√	Dr. France Desrosiers	√	Linda Sunderland	√
Leadership Team					
Gisèle Beaulieu	√	Stéphane Legacy	√	Pierre Verret	√
Jacques Duclos	√	Johanne Roy	√		

MINUTES

1. Call to order

The Chairman of the Board of Directors welcomed the attendees and called the meeting to order at 1:30 pm. He welcomed Johanne Roy, Acting Vice-President, Clinical Services.

The Mayor of Dalhousie, Clément Tremblay, welcomed everyone.

2. Constitution of quorum and notice of meeting

The meeting was duly called and quorum was achieved.

3. Adoption of agenda

The agenda was presented.

MOTION 2016/04/26-01P

Moved by Sonia A. Roy;

Seconded by Lester Young;

That the Board of Directors adopt the agenda as presented.

Motion carried unanimously.

4. Declaration of potential conflicts of interest

No conflict of interest was raised.

5. Adoption of minutes of March 1, 2016 meeting

The minutes of the March 1, 2016 minutes were adopted with one change. Motion 2016/03/01-16P should have indicated that the Board of Directors was adopting the transparency and openness framework for the communication and publication of results as presented, with implementation rolling out until 2018 (rather than 2017).

MOTION 2016/04/26-02P

Moved by Christian Mercier;

Seconded by Rita Godbout;

That the Board of Directors adopt the minutes of the March 1, 2016 meeting.

Motion carried unanimously.

6. Business arising from the minutes and follow-up

6.1 MRI

Given the new administrative structure, the MRI file had, since the last meeting, been transferred to Stéphane Legacy. The Head of the Medical Imaging Department, the Department Manager, the Vice-President, Clinical Services, and the President and CEO had had several meetings to evaluate the various options available to resolve the issue. These options had been documented and three had been selected for analysis. The pros and cons of each of these three options had been considered along with their other impacts on the clientele as well as the costs involved. In coming weeks, a meeting will be scheduled with the Department to share the Network's conclusions and explore how to move the file forward. Since other Vitalité Health Network facilities also have some of these units, steps will be taken to analyse their image quality. In future, work on the file will continue internally and, barring exceptional circumstances, the Board of Directors will receive no further updates.

6.2 Catch-up plan

Steps are under way to ensure that the information identified in the Transparency Plan is posted on the website. When everything is completed, a demonstration of the site will be scheduled for the Board of Directors members. In addition, since the Transparency Plan will be rolled out over three years, the Board of Directors will receive an annual progress report.

7. Report by the President and Chief Executive Officer (President and CEO)

The President and CEO's report covered the period from February 22 to April 15, 2016. It included the main accomplishments involved in meeting the objectives of the 2015-2018 Regional Health and Business Plan and other priority files for the Network. The report covered the following topics:

- Engagement of employees and medical staff:
 - Development of phase 2 of the Clinical Services Plan.
- Financial and physical resources management:
 - Centralization of financial systems;
 - Financial leeway of \$4 million in 2016-2017.
- Human resources management:
 - Staffing changes;
 - Vice-President positions.
- Relations with partners and community groups:
 - Representation meetings and steps;
 - Promising partnership opportunities;
 - Breast Health Centre: Openness to the community.
- Strategic management/communications:
 - Organizational renewal;
 - Transparency and openness framework.
- Implementation of a quality and patient safety culture:
 - Fetal Alcohol Spectrum Disorder Centre of Excellence.
- Relations with Board of Directors:
 - Clinical Services Plan – Phase 1;
 - Nominations for positions on the Network's Board of Directors.
- Integration of strategic and operational initiatives:
 - Creation of Strategic Operations Committee;
 - Organizational performance.

An extensive consultation exercise was held in Edmundston on April 21 and 22, 2016. Many members of the Medical Staff and management staff took part. This exercise, organized by the Clinical Services Advisory Committee, focused on phase 2 of the Clinical Services Plan. The physicians involved in these planning days participated with great enthusiasm.

8. Board of Directors' committee reports

8.1 Executive Committee

No meeting of the Executive Committee had taken place since the last meeting of the Board of Directors.

8.2 Governance and Nomination Committee

Tracy Peters presented the report on the March 31, 2016 meeting of the Governance and Nomination Committee. The following items were raised:

- Report by the Governance Standards Subcommittee;
- Board of Directors' meeting evaluation forms: The contents of the forms had been revised based on the governance standards (MOTION 2016-03-31 / 03GMC);
- “Strategic Planning” Policy and Procedure (MOTION 2016-03-31 / 04GMC);
- “Strategic Planning Subcommittee” Policy and Procedure (MOTION 2016-03-31 / 05GMC);
- The subcommittee will be made up of three voting members of the Board of Directors (MOTION 2016-03-31 / 06GMC).
- Revised policies and procedures:
 - CA-210 “Orientation of New Members of Board of Directors” (MOTION 2016-03-31 / 07GMC);
 - CA-310 “Executive Committee” (MOTION 2016-03-31 / 09GMC);
 - CA-320 “Governance and Nomination Committee” (MOTION 2016-03-31 / 10 GMC);
 - CA-395 “Strategic Research and Academic Affairs Committee” (MOTION 2016-03-31 / 11GMC);
 - GEN.1.40.10 “Terms of Reference of Professional Advisory Committee” (MOTION 2016-03-31 / 12GMC);
 - GEN.1.40.85 “Terms of Reference of Research Ethics Committee” (MOTION 2016-03-31 / 14GMC);
 - CA-350 “Client Service, Quality Management, and Safety Committee” (MOTION 2016-03-31 / 15GMC);
 - CA-400 “CEO Performance Appraisal Process” (MOTION 2016-03-31 / 16GMC).
- Draft – Table of Contents of Board of Directors Orientation Manual (MOTION 2016-03-31 / 08GMC);
- “Naming of Physical Facilities” Policy and Procedure (MOTION 2016-03-31 / 13GMC);
- “Terms of Reference: President and Chief Executive Officer Performance Review and Development Committee” Policy and Procedure (MOTION 2016-03-31 / 17GMC).

MOTION 2016/04/26-03P

Moved by Tracy Peters;

Seconded by Paulette Sonier-Rioux;

That the Board of Directors adopt the report and resolutions of the March 31, 2016 meeting of the Governance and Nomination Committee.

Motion carried unanimously.

Strategic Planning Subcommittee

After discussing the creation of a strategic planning subcommittee, it was moved to make this subcommittee an ad hoc committee reporting directly to the Board of Directors rather than reporting to the Governance and Nomination Committee.

MOTION 2016/04/26-04P

Moved by Pierre Martin;

Seconded by Sonia A. Roy;

That the ad hoc Strategic Planning Subcommittee adopted by the Board of Directors report directly to the Board of Directors rather than to the Governance and Nomination Committee.

Motion carried unanimously.

8.3 Finance and Audit Committee

Philippe Ferguson presented the report on the April 12, 2016 meeting of the Finance and Audit Committee. The following items were raised:

- Financial and operational performance as of February 29, 2016 (MOTION 2016/04/12-03FV);
- Revision of the committee’s terms of reference (MOTION 2016/04/12-04FV);
- 2016-2017 budget (MOTION 2016/04/12-05FV);
- 2016-2017 capital budget.

MOTION 2016/04/26-05P

Moved by Philippe Ferguson;

Seconded by Lester Young;

That the Board of Directors adopt the report and resolutions of the April 12, 2016 meeting of the Finance and Audit Committee.

Motion carried unanimously.

Genetic sequencing

It was explained that, since the program had not yet been set up in Saint John, it will continue operating in Vitalité Health Network for several more months.

8.4 Quality and Risk Management Committee

Anne Soucie presented the report on the March 23, 2016 meeting of the Quality and Risk Management Committee. The following items were raised:

- Update on 2017 accreditation process;
- Quality scorecard – January 2016;
- Rate of medication reconciliation (MedRec) implementation at admission;
- Various primary health care strategies and initiatives developed to reduce admissions related to chronic illnesses;
- Percentage of Emergency Department consultations with triage codes 4 and 5;
- Percentage of beds occupied by patients awaiting placement;
- Patient experience history;
- Policy and Procedure GEN.5.20.20 “Complaint Management” and “Complaint Management Guide” (MOTION 2016-03-23 / 03GRQ);
- Terms of Reference of Research Ethics Committee – GEN.1.40.85 (MOTION 2016-03-23 / 04GRQ);
- Medical assistance in dying;
- Policy and Procedure CA-350 “Client Service, Quality Management, and Safety Committee” (MOTION 2016-03-23 / 05GRQ);
- Inpatient Satisfaction Report – Q3;
- NBHC home care survey results;
- Infection Prevention Report – quarterly results (March 2016).

MOTION 2016/04/26-06P

Moved by Anne Soucie;

Seconded by Christian Mercier;

That the Board of Directors adopt the minutes of the March 23, 2016 meeting of the Quality and Risk Management Committee.

Motion carried unanimously.

Dress code

Vitalité Health Network has a clear dress code policy for all staff. A study on this topic had been conducted in conjunction with partners. It had emerged that patients in facilities want to be able to recognize caregivers easily. The Network is being vigilant in this regard but intends to improve.

Complaint management

Patients and community members have multiple ways to file a complaint with Vitalité Health Network. A complaint management service reports directly to Gisèle Beaulieu, Vice-President, Performance, Quality and Corporate Services.

Medical assistance in dying

The provision of additional services for people wishing to die at home had been included in the Transformation and Modernization Plan. The Extra-Mural Program already delivers a Palliative Care Program but this must be developed further.

8.5 Strategic Research and Academic Affairs Committee

No meeting of the Strategic Research and Academic Affairs Committee had taken place since the last meeting of the Board of Directors.

8.6 Medical Advisory Committee

Dr. France Desrosiers presented the report on the April 5, 2016 meeting of the Medical Advisory Committee. The following items were raised:

- Reports presented to the MAC members:
 - MAC scorecard;
 - Clinical groups report;
 - Quality plan progress report.

- Policies approved:
 - “Intravenous Therapy (IVT): Generalities” Policy;
 - “Intravenous Therapy (IVT): Peripheral” Policy (Motion 2016/04/05-02-CMC);
 - “Removal of Indwelling Urinary Catheter Policy” (Motion 2016/04/05-04-CMC).
- N95 mask fit testing (MOTION 2016/04/05-07-CMC).

Dr. Desrosiers also presented her report as Regional Chief of Staff:

- Abbreviations Committee (MOTION 2016/04/05-08-CMC);
- Quality and Patient Safety Provincial Advisory Committee;
- EMP project – rehabilitation and reablement services;
- New Brunswick Health Council annual planning session;
- Clinical Services Advisory Committee;
- Summary: COPD Forum Education Day.

MOTION 2016/04/26-07P

Moved by Donald Thériault;

Seconded by Adélarde Cormier;

That the Board of Directors adopt the appointment of Dr. Pierre-Michel Tremblay (Zone 1B) and the appointment of Dr. Natalie Banville (Zone 6) to the Abbreviations Committee.

Motion carried unanimously.

MOTION 2016/04/26-08P

Moved by Philippe Ferguson;

Seconded by Donald Thériault;

That the Board of Directors adopt the report and resolutions of the April 5, 2016 meeting of the Medical Advisory Committee.

Motion carried unanimously.

8.7 Professional Advisory Committee

Linda Sunderland presented the report on the March 15, 2016 meeting of the Professional Advisory Committee. The following items were raised:

- Ambulatory Care Clinic for Warfarin Monitoring – SJCHC;
- Revision of the PAC’s terms of reference (MOTION 2016-03-15 04PAC);
- Appointment process – new PAC members;
- Process to verify right-to-practice renewals;
- Terms of reference of Abbreviations Committee (MOTION 2016-03-15 03CPC);
- Update – professional practice sector;
- Presentation of the following reports:
 - Inpatient Satisfaction Summary – October to December, 2015;
 - Infection Prevention – December 2015 results;
 - Quarterly Complaint Report – Q1 to Q3 – 2015 – dated February 25, 2016;
 - Accreditation Update – March 7, 2016.

MOTION 2016/04/26-09P

Moved by Sonia A. Roy;

Seconded by Roger Doiron;

That the Board of Directors adopt the report and resolutions of the March 15, 2016 meeting of the Professional Advisory Committee.

Motion carried unanimously.

8.8 Ad Hoc Committee on Medical Travel

Donald Thériault presented the report on the April 14, 2016 meeting of the Ad Hoc Committee on Medical Travel. The following items were raised:

- Update on the booking process review;
- Analysis regarding no-shows;
- Comparative analysis of patients travelling over 50 km.

MOTION 2016/04/26-10P

Moved by Donald Thériault;

Seconded by Christian Mercier;

That the Board of Directors adopt the report on the April 14, 2016 meeting of the Ad Hoc Committee on Medical Travel.

Motion carried unanimously.

9. Temporary privileges

The President and CEO of Vitalité Health Network had signed temporary privileges since the last meeting of the Board (March 2 to April 14, 2016), and the list was presented for endorsement.

TEMPORARY PRIVILEGES TABLE – April 14, 2016					
Physicians	Specialties	Categories	Privilege Dates		Zones
			From	To	
Cormier, Dr. Jocelyn	General Medicine	Courtesy	Mar. 15, 2016	May 31, 2016	1B
Ghassemi Kakroodi, Dr. Parisa	Family Medicine	Locum	Apr. 18, 2016	July 8, 2016	1B
Rivet, Dr. Caroline	OBS/GYN	Locum	Feb. 5, 2016	Apr. 29, 2016	1B
					4
Al-Rejjal, Dr. Rafat	Surgery	Locum	Mar. 18, 2016	June 10, 2016	5
Bennani, Dr. Taher	Family Medicine	Associate	Mar. 26, 2016	June 10, 2016	5
Cayard, Dr. Jean Edward	Family Medicine	Associate	Mar. 7, 2016	May 30, 2016	5
Gomez, Dr. Alfonso	Surgery	Consulting	Mar. 18, 2016	June 10, 2016	5
Barriault, Dr. Ronald	Family Medicine and Emergency – Chaleur	Locum	Feb. 27, 2016	May 20, 2016	6
Novikova, Dr. Olia	Anesthesia	Locum	Feb. 27, 2016	May 20, 2016	6
Schneider, Dr. André Perillier	Anesthesia	Associate	Feb. 19, 2016	May 13, 2016	6

MOTION 2016/04/26-11P

Seconded by Lester Young;

Seconded by Sonia A. Roy;

That the Board of Directors endorse the list of temporary privileges from March 2 to April 14, 2016 tabled by the President and Chief Executive Officer as presented.

Motion carried unanimously.

10. Legal matters

No new legal files had been opened since the last meeting of the Board of Directors.

11. Correspondence

A list of the correspondence received or sent by the Board of Directors was presented to the members.

12. Other**12.1 Documentation for members**

Two articles were distributed to the members:

- Que savons-nous sur les fusions d'hôpitaux?
- Des principes à la pratique : la gestion de l'intégration post-fusion.

The members of the Board of Directors were invited to suggest articles for future meetings.

13. Patient experience history**13.1 Emergency and Pharmacy**

The story of an elderly patient who had received two doses of Norflex (muscle relaxant) rather than Norflox (antibiotic) was presented.

Following this presentation, the President and CEO mentioned the great improvement in the measures that had been instituted and were continuing to be instituted to protect the wellness of Vitalité Health Network patients. It was also mentioned that work remained to be done to foster a blame-free culture throughout the organization. Computerized prescriptions will make orders easier to read.

In conclusion, it was proposed to review the legislative framework governing safety culture and to implement measures to protect professionals from being blamed. This topic will be added to the agenda of the next Board of Directors' meeting in June. A legislative change could be proposed to the authorities, if applicable. A discussion document on this topic will be prepared.

14. Community relations

14.1 Rapid rehabilitation and reablement services

The Director of the Extra-Mural Program, Nancy Bastarache, gave a presentation on the Rapid Rehabilitation and Reablement Services initiative, which forms part of the "Home First" strategies of the Department of Health and Department of Social Development.

Based on a pilot project that began in Zone 3 of Horizon Health Network in July 2015, the Department is now ready to extend this initiative across the province. Implementation will be phased in over a two-year period. In Vitalité Health Network, the EMP units in Zone 1B will be the first ones to implement the new initiative. The purpose of this initiative will be to offer seniors short-term intensive care and treatment to help them regain their independence and remain in their homes following hospitalization or a health incident in the community. Eligible seniors will receive care and services delivered in a rapid, continuous, integrated, and intensive manner.

The rapid rehabilitation and reablement services are improved services that will:

- Promote faster recovery from illness;
- Contribute to earlier discharge from hospital;
- Promote independent living in the home;
- Deliver better results, both health-wise and socially;
- Eliminate or delay the use of ineffective and more costly care.

The Chairman thanked Ms. Bastarache and was very proud of this new initiative.

15. Other items

15.1 Major infrastructure/equipment projects

An update on the 2016-2017 construction and renovation projects was presented in accordance with the budget announced by the Department of Health:

- Long-term capital budget
Total of \$39.8 million:
 - \$17.8 million (for surgical services at the Dr. Georges-L.-Dumont UHC);
 - \$3.4 million (\$2 million for the centre of excellence in Campbellton and \$1.4 million for the demolition of the RHC);
 - \$18.6 million (\$18.2 million for the Chaleur Regional Hospital expansion and \$400,000 for the Paquetville Health Centre).
- Major renovation budget
Total of \$2.2 million:
 - \$1 million (\$800,000 for a disposal field – Stella-Maris-de-Kent and \$200,000 for an elevator control system at the Dr. Georges-L.-Dumont UHC);
 - \$800,000 (for a satellite oncology pharmacy at the Edmundston Regional Hospital);
 - \$400,000 (for elevator repairs in Caraquet and Lamèque).

A member of the Board of Directors expressed how important it was to have a hemodialysis service at the Stella-Maris-de-Kent Hospital and another stressed the need for a dialysis service in Kent County.

16. Adjournment

Anne moved to adjourn the meeting at 3:30 p.m.

17. Session evaluation

The members of the Board were invited to evaluate the session.

18. Opportunity for comments from the public

Members of the public had the opportunity to make comments.

Paul Couturier
Chairman of the Board of Directors

Gilles Lanteigne
Secretary of the Board of Directors