

**Minutes of the Public Meeting of the Board of Directors
of Vitalité Health Network, held on Tuesday, May 8, 2012, at 6:30 p.m.
Danny's Inn and Conference Centre
Beresford, N.B.**

(Original version signed and archived.)

Present: Couturier, Paul (Chairman/Treasurer)
DesRosiers, Philippe (Vice-Chairman)
Roy-Vienneau, Jocelyne (Secretary)
Collette, René
Cormier, Adélar
Cyr, Bernard
Ferguson, Philippe
Godbout, Rita
Godin, Gabriel
Ouellette, Louise
Peters, Tracy
Soucie, Anne
Soucy, Sister Gaëtane
Turcotte, Denis
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)

Absent: Brun, Carmel
Guignard, Renald
Volpé, Rino (Past Chairman)

Recording Secretary: Cynthia LeBlanc

1. Call to order:

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

(The presentation order was changed.)

4. Approval of the agenda

MOTION 2012/05/08-01P

That the agenda be approved as presented.

Carried unanimously.

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

The new Chairman explained that he was happy to have been appointed to the position. He mentioned publicly how much he appreciated the dedication shown by the Board

members and senior management. The Network will become a top-flight institution in the delivery of high-quality and effective services.

5. Declaration of potential conflict of interest

Nothing to report.

6. Approval of the minutes of the February 21, 2012 meeting

MOTION 2012/05/08-02P

That the minutes of the February 21, 2012 meeting be approved as presented.

Carried unanimously.

7. Questions arising from the minutes

Nothing to report.

8. Report by the President and CEO

The CEO congratulated the new Chairman on his appointment and publicly thanked Rino Volpé for having guided the Board very effectively during the year.

The President and CEO reported on the Network's activities since the last Board meeting. The following topics were addressed:

- Financial situation;
- 10th anniversary of the Veterans' Unit Health Centre;
- 15th annual "New Brunswick Nephrology Days";
- Canadian Certified Physician Executive training;
- Return of emergency and ambulance services to Caraquet;
- Flooding in Perth-Andover;
- National Nursing Week;
- National Osler Award bestowed on Dr. Belluru Satyanarayana from Bathurst;
- Breast Health Centre;
- Last meeting of the current Board of Directors.

9. Committee reports

9.1 Executive Committee

A report on the Executive Committee meeting held on March 27, 2012 was provided. The following topics were addressed during this meeting:

- Request to meet with the Minister of Health;
- Adoption of a report card (scorecard) on services provided;
- Approval of format for annual report.

MOTION 2012/05/08-03P

That the report on the Executive Committee meeting held on March 27, 2012 be approved.

Carried unanimously.

A report on the Executive Committee meeting held on April 24, 2012 was provided. The following topics were addressed during this meeting:

- Collaboration request received from Moncton City Hospital – supra-zone interventional radiologist.

MOTION 2012/05/08-04P

That the report on the Executive Committee meeting held on April 24, 2012 be approved.

Carried unanimously.

9.2 Finance and Audit Committee

A report on the Finance and Audit Committee meeting held on April 26, 2012 was provided.

Through the ongoing efforts of the Network's teams, a forecast deficit situation had been transformed into an operating surplus of approximately \$240,000, with estimated revenues of \$678,478,469 and expenditures of \$678,248,949.

MOTION 2012/05/08-05P

That the report on the Finance and Audit Committee meeting held on April 26, 2012 be approved.

Carried unanimously.

9.3 Governance and Nominations Committee

A report on the Governance and Nominations Committee meeting held on April 25, 2012 was presented. The following topics were addressed during this meeting:

- Updating of terms of reference of Governance and Nominations Committee, Quality Committee, and Professional Advisory Committee;
- Appointment of new members to the PAC:
Barbara Frigault-Bézeau, Zone 6 for the nursing sector;
Christine Cyr, Zone 1B for the diagnostic sector;
Lise Gauthier, Zone 6 for the health records sector;
Gisèle Bourque, Zone 1B for the risk management sector;
- Appointment of a new member to the MAC:
Dr. Mario Gosselin, anesthesiologist from Zone 1B, replacing Dr. Nathalie Banville, anesthesiologist from Zone 6.
- Creation of a code of conduct for the Board of Directors (Board policy – 135) based on the policies "Board – 130" and "Board – 200";
- The committee recommended adoption of the Morin code as the guide for its deliberating assemblies;

- The committee reviewed the changes made to Vitalité Health Network's bylaws and recommended that the Board approve them.

MOTION 2012/05/08-06P

That the report on the Governance and Nominations Committee meeting held on April 25, 2012 be approved.

Carried unanimously.

9.4 Quality and Risk Management Committee

A report on the Quality and Risk Management Committee meeting held on April 24, 2012 was presented. The following topics were addressed during this meeting:

- Report card related to quality and patient safety;
- In addition to analyzing the report card results, the committee will periodically receive the complaint report, privacy report, and incident report by type and seriousness;
- Presentation of the work carried out on the distribution of medical resources; the results will be forwarded to the senior management team for consideration during planning and recruitment activities;
- Recommendation to give a public presentation on the complaint management process (as planned during this meeting);
- Next Accreditation Canada visit slated for May 2013.

MOTION 2012/05/08-07P

That the report on the Quality and Risk Management Committee meeting held on April 24, 2012 be approved.

Carried unanimously.

9.5 Human Resources Committee

A report on the Human Resources Committee meeting held on April 19, 2012 was presented. The following topics were addressed during this meeting:

- Discussion of the human resources dashboard;
- Policy on location of corporate positions;
- Statistics on workplace-related accidents;
- Issues related to senior management.

MOTION 2012/05/08-08P

That the report on the Human Resources Committee meeting held on April 19, 2012 be approved.

Carried unanimously.

9.6 Regional Medical Advisory Committee

A report on the March 13 and May 1, 2012 Regional Medical Advisory Committee meetings was given. The following topics were addressed during these meeting:

March 13:

- Creation of a new psychiatry department, with a representative to sit on the Local MAC.
- Dr. François Houle was appointed Surgery Department Head for Zone 6;
- Dr. Michel Beauvais was appointed Anesthesia Department Head for Zone 6.

May 1

- Renewal of terms of members of provincial, regional, and local committees;
- Appointment of new members to the Regional MAC: Dr. Mario Gosselin, Dr. Josée Bernatchez, Dr. François Houle, Dr. Pierre Nguimfack, Dr. Liette Poitras, Dr. Hélène Faucher, Dr. Julie Gagnon, Dr. Gaetan Gibbs, Dr. Steeve Landry, Dr. Michel Nowlan, Dr. Danny Thibeault, Dr. Martin Robichaud, and Dr. Frédéric Ouellet;
- Dr. Kim Pettigrew will sit on the new sub-committee working group on anti-infective stewardship.
- Adoption of a policy on continuing medical education;
- Renewal of annual privileges for zones 1B, 4, 5, and 6.

MOTION 2012/05/08-09P

That the report on the Regional Medical Advisory Committee meetings held on March 13 and May 1, 2012 be approved.

Carried unanimously.

9.7 Professional Advisory Committee

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

March 20

- Examination of terms of reference of the Regional Multidisciplinary Charts Committee
- Consultation, approval, and distribution process for the terms of reference of local PAC committees
- Policy on Organ and Tissue Donation
- Revision of the PAC's terms of reference;
- Ad hoc committee nominating new members to the PAC (end-of-term replacements)
- Report on Provincial Drugs and Therapeutics Committee meeting of January 12, 2012 tabled.

April 17

- Appointment of new members to the PAC: Barbara Frigault-Bezeau for nursing (replacing Livain Doucet), Christine Cyr for diagnostic services (replacing Lyne Dupont), Lise Gauthier for health records (replacing Monique McLaughlin), Gisèle Bourque for quality improvement/risk management
- Maintenance of reporting relationship between the Medical Charts Committee and Multidisciplinary Charts Committee under the PAC
- Annual appointment of members to PAC regional committees
- Consultation with Department of Health on catch-up
- Reports from the Regional Infection Prevention Committee (for February 28) and Regional Multidisciplinary Charts Committee (for January 20 and February 29) tabled.

May 1

- Appointment to the PAC from the medical sector: Dr. Marie-Pierre Haberer
- Confirmation of renewal of professionals' registrations
- Draft delegated medical/professional functions policy
- Report on activities in the quality and safety sector
- Results of phase 1 and 2 of the Clinical Services Master Plan expected shortly.

MOTION 2012/05/08-09P

That the report on the Professional Advisory Committee meetings held on March 20, April 17, and May 1, 2012 be approved.

Carried unanimously.

10. Report by the FacilicorpNB representative

The FacilicorpNB representative summarized the discussions that had taken place during the April 17 meeting.

- Transfer of responsibility for laundry services from the Health Authorities to FacilicorpNB completed.
- The year 2012-2013 will be a challenging one for FacilicorpNB.

MOTION 2012/05/08-10P

That the report by the FacilicorpNB representative be approved as presented.

Carried unanimously.

11. Presentation on complaint management

Renée Claude Comeau, Patient Representative, gave a presentation on complaint management.

Patients or family members are invited to share their concerns directly with the point of service in question and to contact the Regional Complaints Office or Patient Representative if a satisfactory solution cannot be found. Complaints are taken by telephone or in writing and there is no specific form for this purpose. An information brochure is available. Complaints generally provide an opportunity for improvement.

The group thanked Ms. Comeau for her presentation.

12. Adjournment

On a motion, the meeting was adjourned at 7:23 p.m.

Paul Couturier
Chairman of the Board of Directors

Jocelyne Roy-Vienneau
Board Secretary