

**Minutes of the Public Meeting of the Board of Directors
Tuesday, November 25, 2014, at 1:30 p.m.
Salons A and B, Auberge Près du Lac (Quality Inn), Grand Falls, N.B.**

(Original version signed and archived)

Present:

Paul F. Couturier (Chairman)	Christian Mercier
Philippe Ferguson	Lester Young
Sonia A. Roy	Tracy Peters
Rita Godbout	Paulette Sonier-Rioux
Gabriel Godin (Vice-Chairman)	Donald Thériault
Roger Doiron	Anne C. Soucie
Bonnie Mae Martin	Adélarde Cormier
Jean Castonguay, President and Chief Executive Officer, ex-officio member	
Dr. France Desrosiers, Regional Chief of Staff, ex officio member	
Linda Sunderland, Chairperson of the Professional Advisory Committee, ex-officio member	

Senior managers present:

Richard Losier, Chief Operating Officer, Zone 1B (Beauséjour)
Jacques Duclos, Chief Operating Officer, Zone 5 (Restigouche)
Gisèle Beaulieu, Chief Operating Officer, Zone 4 (Northwest)
Stéphane Legacy, Chief Operating Officer, Zone 6 (Acadie-Bathurst)
Alain Bécharde, Vice-President, Finance

Recording Secretary: Sonia Haché-Lanteigne

1. Call to order

Paul Couturier, Chairman of the Board of Directors, welcomed the participants and called the meeting to order at 1:30 p.m. He introduced Jean Castonguay, President and Chief Executive Officer of Vitalité Health Network.

The Board of Directors members were welcomed to Grand Falls.

2. Constitution of quorum and notice of meeting

The meeting was duly called and quorum achieved.

3. Approval of the agenda

MOTION 2014/11/25-01P

It was moved by Philippe Ferguson and seconded by Sonia Roy that the Board of Directors approve the agenda with the following addition:

9.2: Reading of press release

Motion carried unanimously.

4. Declaration of potential conflicts of interest

Nothing to report.

5. Approval of minutes of the September 23, 2014 meeting

MOTION 2014/11/25-02P

It was moved by Christian Mercier and seconded by Anne Soucie that the Board of Directors approve the minutes of the September 23, 2014 meeting as presented.

Motion carried unanimously.

6. Business arising from the minutes

Nothing to report.

7. Report by the President and CEO

Jean Castonguay presented his report. He underlined the senior managers' support in compiling the report. The following points were raised:

- Organizational performance:
 - Quality of care and services;
 - Scorecard;
 - Ebola virus disease.
- Strategic planning 2015-2018;
- Official languages;
- Major infrastructure projects;
- Relationships with our partners and community agencies;
- Tripartite agreement.

MOTION 2014/11/25-03P

It was moved by Adélarde Cormier and seconded by Rita Godbout that the Board of Directors approve the report by the President and CEO as presented.

Motion carried unanimously.

8. Committee reports

8.1 Executive Committee

No meeting of this 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 October 27, 2014 meeting of the Governance and Nomination Committee. The following points were raised:

- Definition of a policy, rule, regulation, and law;
- Work plan 2014-2015;
- Training of Board of Directors members.

MOTION 2014/11/25-04P

It was moved by Tracy Peters and seconded by Lester Young that the Board of Directors approve the report on the October 27, 2014 meeting of the Governance and Nomination Committee as presented.

Motion carried unanimously.

8.3 Finance and Audit Committee

Philippe Ferguson presented the report on the November 18, 2014 meeting of the Finance and Audit Committee. The following points were raised:

- Detail of the financial statements for the period ending October 2014;
- \$6.3 million budget surplus to the end of October 2014;
- Replacement of windows at the Grand Falls General Hospital;
- List of capital projects;
- Catch-up plan.

MOTION 2014/11/25-05P

It was moved by Adélarde Cormier and seconded by Rita Godbout that the Board of Directors approve motions 2014/11/18-03FV, 2014/11/18-04FV, 2014/11/18-05FV, 2014/11/18-06FV and 2014/11/18-07FV to:

- Undertake repairs to the windows of the Grand Falls General Hospital at a cost of \$250,000;
- Approve the financial statements for the period ending October 2014;
- Approve the list of equipment valued at \$100,000 and over;
- Approve the presentation of the list of major renovation projects;
- Submit to the Department of Health the long-term capital plan for the period 2015-2018 as presented.

Motion carried unanimously.

MOTION 2014/11/25-06P

It was moved by Philippe Ferguson and seconded by Rita Godbout that the Board of Directors approve the report on the November 18, 2014 meeting of the Finance and Audit Committee as presented.

Motion carried unanimously.

8.4 Quality and Risk Management Committee

Anne Soucie presented the reports on the October 6 and November 3, 2014 meetings of the Quality and Risk Management Committee.

The following points were raised at the October 6, 2014 meeting:

- Accreditation Canada;
- Patient appointments – one visit, one problem;
- Training of Board of Directors members;
- Quality plan;
- Quality scorecard;
- Canadian Patient Safety Week;
- Surveys by the Office of the Auditor General of New Brunswick;
- Ethics conceptual framework;

- Inpatient and outpatient satisfaction surveys;
- Reports on cleanliness, peace and quiet, and food services;
- Regional complaint report;
- Incident report;
- Canada's Hand Hygiene Challenges.

MOTION 2014/11/25-07P

It was moved by Anne Soucie and seconded by Gabriel Godin that the Board of Directors ratify motion 2014/10/06-03GRQ approving Vitalité Health Network's ethics conceptual framework so that subsequent steps can be implemented.

Motion carried unanimously.

The following points were raised at the November 3, 2014 meeting:

- Accreditation Canada;
- Training of Board of Directors members;
- Quality plan;
- Quality scorecard;
- Integrated Risk Management Program
- Plan to improve the website – quality section;
- Information note – Ebola virus disease;
- Report on outstanding legal actions and claims.

MOTION 2014/11/25-08P

It was moved by Anne Soucie and seconded by Lester Young that the Board of Directors ratify motion 2014/1/03-03GRQ approving Vitalité Health Network's new Integrated Risk Management Program.

Motion carried unanimously.

MOTION 2014/11/25-09P

It was moved by Roger Doiron and seconded by Lester Young that the Board of Directors approve the reports on the October 6 and November 3, 2014 meetings of the Quality and Risk Management Committee.

Motion carried unanimously.

8.5 Regional Medical Advisory Committee

Dr. France Desrosiers presented the report on the November 4, 2014 meeting of the Regional Medical Advisory Committee. The following topics were addressed at the meeting:

- Cardiac rehabilitation standards;
- New Brunswick Trauma Program;
- Postnatal form;
- Request for delegated function – nicotine replacement therapy order;
- Nomination of Dr. Michel H. Landry as a guest member of the Regional Medical Advisory Committee replacing Dr. Aurel Schofield.

Dr. France Desrosiers, Regional Chief of Staff, presented her report. The following topics were discussed:

- Appointment of two department heads in Zone 6, namely Dr. Roger Kamba and Dr. Annick Pelletier;
- Scorecard;
- Management of incomplete records;
- Minimum requirements.

MOTION 2014/11/25-10P

It was moved by Christian Mercier and seconded by Donald Thériault that the Board of Directors approve the department head appointments in Zone 6.

Motion carried unanimously.

MOTION 2014/11/25-11P

It was moved by Philippe Ferguson and seconded by Sonia Roy that the Board of Directors approve the report on the November 4, 2014 meeting of the Regional Medical Advisory Committee as presented.

Motion carried unanimously.

8.6 Professional Advisory Committee

Linda Sunderland was asked to present the reports on the October 8 and November 19, 2014 meetings of the Professional Advisory Committee. The following points were raised at the October 8, 2014 meeting:

- Date and time format policy;
- Cardiac rehabilitation standards;
- Provincial Drugs and Therapeutics Committee (DTC) file;
- Professional Advisory Committee report schedule;
- Summary report: Consultation with the Clinical Services Advisory Committee;
- Report – quality and patient safety sector.

The following points were raised at the November 19, 2014 meeting:

- Date and time format policy;
- Ethics conceptual framework;
- Nicotine replacement therapy order policy;
- Policy – accreditation of insulin dose adjustment;
- Presentation – professional practice sector;
- Report – quality and patient safety sector.

MOTION 2014/11/25-12P

It was moved by Sonia Roy and seconded by Donald Thériault that the Board of Directors approve the report on the October 8, 2014 meeting of the Professional Advisory Committee as presented.

Motion carried unanimously.

MOTION 2014/11/25-13P

It was moved by Christian Mercier and seconded by Donald Thériault that the Board of Directors approve the report on the November 19, 2014 meeting of the Professional Advisory Committee as presented.

Motion carried unanimously.

Adélarde Cormier suggested that the Board of Directors approve the PAC's proposal to the effect that the Network undertake a study/project evaluating the process related to the management of appointments.

MOTION 2014/11/25-14P

It was moved by Adélarde Cormier and seconded by Donald Thériault that the Board of Directors approve the PAC's recommendation that the Network undertake a study/project evaluating the process related to the management of appointments, with this also to include a patient education/awareness-raising component (repercussions of missed appointments on productivity and waiting times, the cost of services, etc.).

Motion carried unanimously.

8.7 Strategic Research Committee

Rita Godbout was asked to present the report on the November 19, 2014 meeting of the Strategic Research Committee. The following points were raised:

- Update on research activities:
 - Maritime SPOR SUPPORT Unit (MSSU) – Maritime Provinces Strategy for Patient-Oriented Research (SPOR);
 - Research in zones 5 and 6;
 - Canadian Foundation for Innovation (CFI);
 - Medical teaching and research: Health complex;
 - Clinical effectiveness (“Choose with care: MRI,” procalcitonin, hepatitis C);
 - Atlantic Neuroscience Institute;
 - Affiliation contract – Vitalité Health Network and the U de M.
- 2014-2017 strategic planning exercise;
- Prioritization of research projects;
- Challenges encountered by researchers and obstacles to research.

MOTION 2014/11/25-15P

It was moved by Rita Godbout and seconded by Lester Young that the Board of Directors approve the report on the November 19, 2014 meeting of the Strategic Research Committee as presented.

Motion carried unanimously.

8.8 Ad Hoc Committee on Medical Travel

Donald Thériault was invited to present the reports on the October 21 and November 19, 2014 meetings of the Ad Hoc Committee on Medical Travel.

The following points were raised at the October 21, 2014 meeting:

- Development of the committee's terms of reference;
- Development of strategies to achieve objectives;
- Development of a process to evaluate the impact of the frequency and costs of medical travel.

The key point raised during the November 19, 2014 meeting was:

- Review and approval of terms of reference.

MOTION 2014/11/25-16P

It was moved by Donald Thériault and seconded by Christian Mercier that the Board of Directors ratify ad hoc motion 2014/11/19-03 approving the terms of reference of the Ad Hoc Committee on Medical Travel.

Motion carried unanimously.

MOTION 2014/11/25-17P

It was moved by Rita Godbout and seconded by Lester Young that the Board of Directors approve the reports on the October 21 and November 19, 2014 meetings of the Ad Hoc Committee on Medical Travel.

Motion carried unanimously.

9. Other points

9.1 Agreement with the Société santé et mieux-être en français du Nouveau-Brunswick and the Mouvement acadien des communautés en santé du Nouveau-Brunswick

The agreement with the Société Santé et Mieux-être en français du Nouveau-Brunswick and the Mouvement acadien des communautés en santé du Nouveau-Brunswick concerning a partnership for sustainable primary health care in French was signed before those in attendance.

MOTION 2014/11/25-18P

It was moved by Donald Thériault and seconded by Sonia Roy that the Board of Directors ratify the agreement with the Société Santé et Mieux-être en français du Nouveau-Brunswick and the Mouvement acadien des communautés en santé du Nouveau-Brunswick concerning a partnership for sustainable primary health care in French.

Motion carried unanimously.

9.2 Reading of press release

Paul Couturier read the press release to be published that day about the Board of Directors' disappointment with the events of the previous few days.

10. Adjournment

Lester Young moved to adjourn the meeting at 2:50 p.m.

11. Opportunity for comments from the public

The following parties asked to speak during the public meeting:

- Albert Cyr, Chair of the Community Mental Health Advisory Committee;
- Riette Godbout-Roy, representative of the GFGH Community Health Committee;
- Jacques Verges, Secretary of Égalité santé en français.

Paul Couturier
Chairman of the Board of Directors

Jean Castonguay
Board Secretary