

NOTICE OF MEETING MINUTES

(Original version signed and archived)

Title of meeting:	Board of Directors	Date and time:	April 7, 2020 at 1:00 p.m.		
Purpose of meeting:	Public meeting	Location:	Zoom link and teleconference		
Chairperson:	Michelyne Paulin				
Administrative Assistant:	Sonia Haché-Lanteigne				
Participants					
Members					
Lucille Auffrey	√	Wes Knight	√	Denis M. Pelletier	x
Pauline Bourque	√	Brenda Martin	√	Sonia A. Roy	√
Rita Godbout (Treasurer)	√	Gaitan Michaud	√	Claire Savoie	√
Gabriel Godin	x	Michelyne Paulin (Chairperson)	√	Anne C. Soucie	√
Emeril Haché	√				
Ex officio members					
Gilles Lanteigne	√	Dr. Nicole LeBlanc	√	Janie Levesque	√
Leadership Team					
Gisèle Beaulieu	√	Jacques Duclos	√	Johanne Roy	√
Dr. France Desrosiers	√	Stéphane Legacy	√		
MINUTES					

1. Call to order

The meeting was called to order at 1:07 p.m. The Chairperson, Michelyne Paulin, welcomed everyone to this regular public meeting of the Board of Directors of Vitalité Health Network taking place under highly irregular circumstances. She communicated the following message:

We are living through an experience unprecedented in recent history. The COVID-19 pandemic is impacting the health of our loved ones, the businesses we all depend on, the stability of the economy, and how we live our daily lives. The health care system is facing a serious challenge and must reorganize quickly.

Despite the difficult situation we all find ourselves in right now, we nevertheless decided to move forward with this public meeting as scheduled but to hold it using a remote conferencing system, online, that would allow us to follow the social distancing guidelines issued by Public Health of the Province of New Brunswick. The meeting is also being carried online on the Network's Facebook page. These measures are allowing us to meet the provisions of the *Regional Health Authorities Act*, which set out that the Board must hold four regular public meetings per year.

I am aware that communicating remotely is not ideal and that using this technology, which is new to us, imposes certain constraints. For instance, there will be no period for questions from the public at the end of the meeting as well as no interpretation service for our deliberations, which will take place in French as usual. Our President and CEO, Gilles Lanteigne, and I will be available after the meeting to answer media questions via the Zoom platform.

I would like to thank the members of our Board of Directors for their collaboration and thank the Network's Leadership Team for making it possible to hold this meeting under quite unusual circumstances.

While we all continue to navigate through these unique and evolving challenges, remember that Vitalité Health Network intends to redouble its efforts to get through these difficult times thanks to the support of all our employees and physicians. We remain firmly committed to pursuing our mission of delivering safe and high-quality health care and services despite the unprecedented challenge before us.

2. Constitution of quorum and notice of meeting

The meeting was duly called and quorum was achieved.

3. Adoption of the agenda

The agenda was presented for adoption.

MOTION 2020-04-07 / 01P

Moved by Wes Knight

Seconded by Gaitan Michaud

That the Board of Directors adopt the agenda.

Motion carried unanimously.

4. Declaration of potential conflicts of interest

No conflicts of interest were raised.

5. Consent agenda

5.1 Adoption of consent agenda

5.2 Adoption of minutes – December 10, 2019

5.3 Physicians' temporary privileges

5.4 Correspondence

The Chairperson asked the members whether certain items within the consent agenda should be added or removed from the agenda, or whether the consent agenda could be adopted as presented.

Item 5.2 Adoption of minutes – December 10, 2019 was removed from the consent agenda.

MOTION 2020-04-07 / 02P

Moved by Pauline Bourque

Seconded by Lucille Auffrey

That the Board of Directors adopt the consent agenda from the April 7, 2020 public meeting after removing item 5.2, Adoption of agenda – December 10, 2019.

Motion carried unanimously.

5.2 Adoption of minutes – December 10, 2019

A correction was made to the minutes of the December 10, 2019 public meeting. Item 8 should read: "Pauline Bourque summarized the book *Retour d'expérience. Métier : passeur d'art* by Lorraine Palardy," rather than "Pauline Bourque will briefly summarize the article "Impatients" and the presentation on "Impatients" by Dr. Jean-Bernard Trudeau, the founding president."

LIST OF TEMPORARY PRIVILEGES – November 27, 2019

Physician	Profession	Field of Practice	Category	Privileges Dates		Zones
				From	To	
ARSENEAULT, Dr. Sylvain	Emergency Physician	Emergency Medicine	Locum	October 10, 2019	January 2, 2020	1B,6
GAGNÉ-BROSSEAU, Dr. Laurent	Radiologist	Radiology	Locum	November 25, 2019	February 17, 2020	1B,5,6
GIROUX, Dr. Édouard	General Practitioner	Family Practice	Locum	November 12, 2019	February 3, 2020	1B,4,5,6
HUSSAIN, Dr. Arif	Pediatrician	Pediatric Cardiology	Consulting	October 12, 2019	January 4, 2020	1B
LANDRY-DARISMÉ, Dr. Amila	General Practitioner	Emergency Medicine Family Practice	Locum	September 24, 2019	December 16, 2020	1B,4,5,6
POWER, Dr. Julie	General Practitioner	Family Practice Hospitalization	Associate	November 1, 2019	January 25, 2020	1B
BANON, Dr. Olivier	Radiologist	Radiology	Locum	October 2, 2019	December 27, 2019	4,5
CATTELLAT, Dr. Patrice	General Practitioner	Family Practice Hospitalization Emergency Medicine	Locum	September 23, 2019	December 13, 2019	4,5
COUTURIER, Dr. Caroline	General Practitioner	Family Practice Hospitalization Obstetrics	Associate	November 9, 2019	January 31, 2020	4
COUTURIER, Dr. Christian	Gynecologist	Obstetrics/Gynecology	Associate	November 22, 2019	February 14, 2020	4
CUPIDO, Dr. Brindley	Radiologist	General Radiology	Locum	October 21, 2019	January 10, 2020	4
DESLAURIERS, Dr. Maguy	Emergency Physician	Emergency Medicine	Locum	October 11, 2019	January 3, 2020	4
DUPÉRÉ, Dr. Mélissa	Emergency Physician	Emergency Medicine Hospitalization	Locum	November 30, 2019	February 7, 2020	4 & 5
FAUCHER, Dr. Hélène	General Practitioner	Emergency Medicine	Locum	October 3, 2019	December 27, 2019	1B,4,5,6
GABA, Dr. Georges-Éric	General Practitioner	Emergency Medicine	Locum	November 15, 2019	February 7, 2020	4
GARDNER, Dr. Angus	Gynecologist	Gynecology Obstetrics	Locum	November 1, 2019	January 24, 2020	4
GODBOUT, Dr. Heidi	General Practitioner	Family Practice Hospitalization Emergency/Geriatrics	Associate	November 22, 2019	February 14, 2020	4

MACEACHERN, Dr. Ronald	Radiologist	Radiology Interventional Radiology	Locum	October 14, 2019	January 3, 2020	4
MONTEL, Dr. Marie-Frédérique	General Practitioner	Family Practice Hospitalization Emergency Medicine	Locum	November 9, 2019	January 31, 2020	4

Physicians	Profession	Field of Practice	Category	Privileges Dates		Zones
				From	To	
NGO, Dr. Thuy Linh	General Practitioner	Family Practice Hospitalization Palliative Care/Rehabilitation	Locum	November 23, 2019	February 14, 2020	4
PENTWALA, Dr. Fidèle N.	General Practitioner	Family Practice Hospitalization Emergency Medicine Obstetrics Surgical Assistance	Associate	October 26, 2019	January 17, 2020	4
ROY, Dr. Lison	Anesthetist	General Anesthesia	Locum	November 9, 2019	January 31, 2010	4
ROY, Dr. Lison	Anesthetist	General Anesthesia	Associate	November 20, 2019	February 7, 2020	4
ROY, Dr. Marie-Josée	Pediatrician	Pediatrics	Locum	November 1, 2019	January 24, 2020	4
THERIAULT, Dr. Francesca	General Practitioner	Family Practice Hospitalization Emergency Medicine	Associate	October 11, 2019	January 3, 2020	4,1B
DION-CLOUTIER, Dr. Philippe	Radiologist	Radiology	Locum	December 2, 2019	February 21, 2020	5
FARZAIÉ, Dr. Amir	General Practitioner	Family Practice Hospitalization Palliative Care	Locum	November 15, 2019	February 7, 2020	5
GATTAHS, Dr. Maged	General Practitioner	Family Practice Emergency Medicine	Locum	October 11, 2019	January 4, 2020	5
KMITIUK, Dr. Oleksandra	General Practitioner	Family Practice	Locum	September 9, 2019	November 29, 2019	5
LAROCQUE, Dr. Natasha	Radiologist	Radiology	Locum	December 16, 2019	March 13, 2020	5
OGUNREMI, Dr. Babatunde	Radiologist	Radiology Interventional Radiology Nuclear Medicine	Locum	September 16, 2019	December 6, 2019	1B,4,5,6
PATIL, Dr. Kedar	Radiologist	Radiology Pediatric Radiology	Locum	October 31, 2019	January 24, 2020	5
ROSSI, Dr. Rogério	Psychiatrist	Psychiatry	Locum	September 5, 2019	November 29, 2019	5
CHAIBOU, Dr. Mahamadou	Pediatrician	Pediatrics	Locum	October 5, 2019	December 27, 2019	6
HILAIRE, Dr. Lenz	Surgeon	General Surgery	Locum	September 23, 2019	December 13, 2019	6
JOHNSON, Dr. Noémie	General Practitioner	Family Practice Emergency Medicine	Locum	November 2, 2019	January 24, 2020	1B,4,5,6
LANDRY-DARISMÉ, Dr. Amila	General Practitioner	Family Practice Emergency Medicine	Locum	September 24, 2019	December 16, 2019	1B,4,5,6

Physicians	Profession	Field of Practice	Category	Privileges Dates		Zones
				From	To	
LECHASSEUR, Dr. Benoit	Orthopedic Surgeon	Orthopedics	Locum	October 29, 2019	January 24, 2020	1B,4,5,6
MANESHI, Dr. Anali	Emergency Physician	Emergency Medicine	Locum	November 23, 2019	February 14, 2020	6
PELLETIER, Dr. Roxane	General Practitioner	Family Practice	Associate	September 12, 2019	December 6, 2019	6
ROBICHAUD, Dr. Marc-André	General Practitioner	Emergency Medicine	Associate	November 2, 2019	January 24, 2020	6
SCOTT, Dr. John	Otorhinolaryngologist	Otorhinolaryngology	Locum	November 1, 2019	January 24, 2020	6
STEPHENSON, Dr. Marie-France	Otorhinolaryngologist	Otorhinolaryngology	Locum	October 12, 2019	January 3, 2020	6
TANGUAY-RIOUX, Dr. Xavier	Emergency Physician	Emergency Medicine	Locum	November 9, 2019	January 31, 2020	1B,4,5,6
WHITE, Dr. Nathalie	General Practitioner	Family Practice	Associate	November 9, 2019	January 31, 2020	6

6. Report by the President and Chief Executive Officer

The following report covered the period from November 25, 2019 to March 27, 2020. It was intended to inform members about the main accomplishments toward achieving the objectives of the 2017–2020 Strategic Plan, of the 2019–2020 Regional Health and Business Plan and of the other priority and current files of Vitalité Health Network.

1. Engagement of employees and medical staff
 - 1.1 Unprecedented success of the 2019 Tree of Hope Campaign
2. Relations with our partners and community groups
 - 2.1 New Brunswick Sexual Health Education Survey
3. Strategic management/Communications
 - 3.1 Spirit of celebration in our facilities
 - 3.2 Spiritual Care Awareness Week
4. Implementation of a quality and patient safety culture
 - 4.1 Pulmonary Rehabilitation Program in Bathurst
 - 4.2 Remote consultations with the Regional Respiriology Department
5. Relations with the Board of Directors
 - 5.1 Transformation of the Restigouche Hospital Centre – still on track

6. Integration of strategic and operational initiatives

6.1 Distribution of new Code of Ethics

6.2 Vaping awareness campaign

Due to the COVID-19 pandemic, this report is somewhat more concise than usual. All efforts over the past few weeks have gone toward satisfactorily preparing the Network to reorganize its services for an eventual surge of patients in its hospitals. A verbal update on COVID-19 was given.

The CEO thanked the members of the Board of Directors for having agreed to hold this regular meeting in the midst of the difficult situation we are experiencing. New technological tools allow us to do so and protect everyone's safety.

Dr. Desrosiers briefed the members on the clinical pathway, Stéphane Legacy briefed the members on the screening clinics, and Johanne Roy briefed the members on human resources.

A new provincial committee had been established, dubbed the Pandemic Task Force, with Dr. Nicole LeBlanc participating. Exceptional measures were underway. It is a transitional committee for the pandemic that is facilitating crosscutting decision-making and standardized guidelines to support the entire health care system and allowing rapid alignment province-wide.

MOTION 2020-04-07 / 03P

Moved by Emeril Haché

Seconded by Pauline Bourque

That the Board of Directors adopt the report by the President and Chief Executive Officer for the period November 25, 2019 to March 27, 2020.

Motion carried unanimously.

7. Committee reports

7.1 Governance and Nomination Committee

Lucille Auffrey, Committee Chair, presented the report on the March 16, 2020 meeting. The following items had been raised:

- Policy and Procedure CA-320 – Governance and Nomination Committee;
- Policy and Procedure – Terms of Reference of the Patient and Family Advisory Committee;
- Results of the self-evaluation of governance standards and of the operational survey;
- Policy and Procedure CA-205 – Code of Ethics;
- Policy and Procedure CA-250 – Protection of Confidential Information (confidentiality);
- Policy and Procedure CA-400 – President and CEO Performance Review and Development
- Nursing recruitment;
- Environmental protection strategies;
- Appointment of vice-president, replacement on the Governance and Nomination Committee and request to replace a new member on the Board of Directors (MOTION 2020-03-16 / 03GMC, MOTION 2020-03-16 / 04GMC, MOTION 2020-03-16 / 05GMC and MOTION 2020-03-16 / 06GMC);
- Deliberative assembly guide;
- Preparation of the Board of Directors' agenda;
- Length and frequency of meetings (MOTION 2020-03-16 / 07GMC);
- Evaluation of the last meeting of the Board of Directors.

Due to a second member's departure, who had resigned after the March 16, 2020 meeting of the Governance Committee, it will be necessary to add a member to replace the departing member on the Strategic Research and Training Committee. A member proposed writing the Minister of Health to request that the terms of the current members of the Board of Directors be extended through to the next elections, since these had been deferred. The Minister of Health had already made moves in this direction with the Chairperson of the Board of Directors and the CEO. The process was underway and the Department wanted to extend the current members' terms. The Governance and Nomination Committee will, with the Board of Directors, ask the Department to replace the two members.

MOTION 2020-04-07 / 04P

Moved by Emeril Haché

Seconded by Lucille Auffrey

That the Board of Directors propose writing to the Minister of Health requesting that the terms of the current members of the Board of Directors be extended through to the next elections, since these had been deferred.

Motion carried unanimously.

MOTION 2020-04-07 / 05P

Moved by Lucille Auffrey

Seconded by Claire Savoie

That the Board of Directors receive the report on the March 16, 2020 meeting of the Governance and Nomination Committee.

Motion carried unanimously.

MOTION 2020-04-07 / 06P

Moved by Lucille Auffrey

Seconded by Gaitan Michaud

That the Board of Directors adopt the five following motions: MOTION 2020-03-16 / 03GMC, MOTION 2020-03-16 / 04GMC, MOTION 2020-03-16 / 05GMC, MOTION 2020-03-16 / 06GMC and MOTION 2020-03-16 / 07GMC adopted at the March 16, 2020 meeting of the Governance and Nomination Committee.

Motion carried unanimously.

7.2 Finance and Audit Committee

Rita Godbout, Committee Chair, presented the report on the March 17, 2020 meeting. The following items had been raised:

- 2020–2021 capital budgets;
- Follow-up – Recommendations of the external auditors 2018–2019;
- Call for tenders for a banking institution;
- Policy and procedure CA-330 – Finance and Audit Committee;
- Policy and Procedure – Investment;
- Audit – Process to award construction contracts;
- Budget process;
- 2019-2020 Audit Plan (MOTION 2020-03-17 / 03FV);
- Financial statements for the period ended January 31, 2020 (MOTION 2020-03-17 / 04FV).

MOTION 2020-04-07 / 07P

Moved by Rita Godbout

Seconded by Emeril Haché

That the Board of Directors receive the report on the March 17, 2020 meeting of the Finance and Audit Committee.

Motion carried unanimously.

MOTION 2020-04-07 / 08P

Moved by Rita Godbout

Seconded by Wes Knight

That the Board of Directors adopt the two following motions from the March 17, 2020 meeting of the Finance and Audit Committee: MOTION 2020-03-17 / 03FV and MOTION 2020-03-17 / 04FV.

Motion carried unanimously.

7.3 Client Service, Quality Management and Safety Committee

Claire Savoie, Committee Chair, presented the report on the March 17, 2020 meeting. The following items had been raised:

- Inpatient experience reports – Q2 and Q3;
- Quarterly complaint report – Q3;
- Quarterly incident report – Q3;
- Quarterly confidentiality and privacy incident report – Q3;
- Recommendations of review committees;
- Report of the Patient and Family Advisory Committee;
- Accreditation process;

- 2020–2021 Quality and Safety Plan;
- Policy and Procedure CA-350 – Client Service, Quality Management and Safety Committee;
- Quality and performance indicators – community mental health;
- Balanced scorecard – Q3.

MOTION 2020-04-07 / 09P

Moved by Claire Savoie

Seconded by Emeril Haché

That the Board of Directors receive the report on the March 17, 2020 meeting of the Client Service, Quality Management and Safety Committee.

Motion carried unanimously.

7.4 Strategic Research and Training Committee

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

7.5 Medical Advisory Committee

Dr. Nicole LeBlanc presented her report as Regional Chief of Staff. The following items had been raised:

- Pandemic;
- Privilege renewal process;
- PRA (Practice Ready Assessment) – file on hold due to the pandemic.

Dr. LeBlanc, as Committee Chairperson, also presented the report on the February 26, 2020 meeting. The following items had been raised:

- Reports presented to MAC members:
 - Report by the Vice-President of Medical Services, Training and Research;
 - Report by the President and CEO.
- Forms / Orders / Policies:
 - Form: Community-Acquired Pneumonia – Adult Patient (MOTION 2020-02-26/03-CMC);
 - Policy: Oxygen Weaning (MOTION 2020-02-26/04-CMC).
- Requests for privileges – Northwest Zone and Acadie-Bathurst Zone;
- Requests for privileges and for changes to privileges – Acadie-Bathurst Zone;
- Requests for additional fields of practice – Northwest Zone and Acadie Bathurst Zone;
- New appointments – local department heads (MOTION 2020-02-26/10-CMC);
- Board of Directors' support of Ambulance New Brunswick to solve the problem of ambulance transfer delays that had been ongoing for nearly a year (MOTION 2020-02-26/06-CMC).

MOTION 2020-04-07 / 10P

Moved by Lucille Auffrey

Seconded by Brenda Martin

That the Board of Directors receive the report of the Regional Chief of Staff and of the Chairperson of the Medical Advisory Committee on the February 26, 2020 meeting and adopt the four following motions: MOTION 2020-02-26/03-CMC, MOTION 2020-02-26/04-CMC, MOTION 2020-02-26/06-CMC and MOTION 2020-02-26/10-CMC.

Motion carried unanimously.

7.6 Professional Advisory Committee

Janie Levesque, Committee Chairperson, presented the report on the February 25, 2020 meeting. The following items had been raised:

- Policies (drafts) recommended:
 - Moderate conscious sedation-analgesia (MOTION 2020/02/25 03 CPC);
 - Graduate nurse – scope of practice and responsibilities (MOTION 2020/02/25 04 CPC);
 - Allergies (MOTION 2020/02/25 05 CPC).
- Presentation of quality project initiatives, by profession and objectives:
 - Social Work;
 - Audiology;
 - Speech-Language Pathology;
 - Psychology;

- Nursing;
- Medical Imaging.

MOTION 2020-04-07 / 11P

Moved by Claire Savoie

Seconded by Pauline Bourque

That the Board of Directors receive the report of the Professional Advisory Committee's report on the February 25, 2020 meeting and adopt the three following motions: MOTION 2020/02/25 03 CPC, MOTION 2020/02/25 04 CPC and MOTION 2020/02/25 05 CPC.

Motion carried unanimously.

8. Adjournment

Anne Soucie moved to adjourn the meeting at 2:55 p.m.

9. Evaluation of meeting

The members of the Board of Directors were invited to evaluate the meeting.

Michelyne Paulin, CPA, CGA
Chairperson of the Board of Directors

Gilles Lanteigne, Ph. D.
Secretary of the Board of Directors