

NOTICE OF MEETING MINUTES 

(Original version signed and archived)

<b>Title of meeting:</b>	Board of Directors	<b>Date and time:</b>	March 15, 2022 at 1:00 p.m.
<b>Purpose of meeting:</b>	Public meeting	<b>Location:</b>	Delta Beauséjour, Moncton Ballroom
<b>Chairperson:</b> <b>Administrative assistant:</b>	David Savoie Sonia Haché-Lanteigne		
<b>Participants</b>			
<b>Members</b>			
Monica Barley	✓	Janice Goguen	✓
Krista Toner	x	Gilles Lanteigne (Treasurer)	✓
Roger Clinch	✓	Norma McGraw	✓
Julie Cyr	✓	Denis M. Pelletier	✓
Joanne Fortin	✓	Chief Terry Richardson	✓
<b>Ex officio members</b>			
Dr. France Desrosiers	✓	Dr. Nicole LeBlanc	✓
<b>Leadership team</b>			
Dr. Natalie Banville	✓	Stéphane Legacy	✓
Gisèle Beaulieu	✓	Johanne Roy	✓
Jacques Duclos (replaced by Rino Lang)	✓	Sharon Smyth Okana	✓
<b>Guest</b>			
M <sup>re</sup> Alexandre Levasseur	✓		
<b>MINUTES</b>			

**1. Chief Terry Richardson's opening protocol**

Chief Terry Richardson, from Pabineau First Nation, proceeded with the traditional lands acknowledgement protocol. The Chairperson of the Board of Directors thanked him for this traditional ceremony.

**2. Call to order**

The meeting was called to order at 1:00 p.m. This is the message from the Chairperson:

Hello everyone, it is my pleasure to welcome you. We are finishing a quarter for Vitalité Health Network, which was a period full of challenges with the 5th wave of the pandemic. I am pleased and proud of the Network's careful and responsible approach, which helped us get through this crisis with the sense that we did what needed to be done. Although it is not all over yet, we seem to have turned a new corner in this story. The Network was able to demonstrate its flexibility as a health care system and it adapted quickly to an evolving situation in which it had to remove a large number of health care workers from work due to the virus and face the rapid increase in the number of hospitalized patients with COVID-19. I once again applaud and thank all our health care workers, as well as all those who work behind the scenes, for their commitment during this demanding period. We have a full agenda, and I am happy that we will have the opportunity to share the Network's progress despite the pandemic. Among other items, there are several projects in motion that will be presented to you during the meeting, and we will also have, as we do at every Board of Directors meeting, a story from a patient / patient's family. Today, we will hear from Anna Sewell, daughter of the deceased Gilbert Sewell, who was an elder from Pabineau First Nation. Finally, I would like to highlight that the Network received national recognition in the past month: 1) Edmundston Regional Hospital received national recognition for sound management of its resources; 2) the Network was named one of Canada's Top 40 Research Hospitals. Congratulations to the teams for these distinctions; this recognition is especially remarkable given the pandemic.

**MOTION 2022-03-15 / 01P**

Moved by Claire Savoie

Seconded by Monica Barley

That the Board of Directors adopt the call to order of this public meeting.

**Motion carried unanimously.**

**3. Reminder – Duty of confidentiality**

The Chairperson reminded the members of the Board of Directors about their duty to protect confidentiality.

**4. Reminders for meeting to run smoothly**

**4.1 Cell phones**

The members of the Board of Directors were asked to turn off their cell phones in order for the public meeting to run smoothly.

**4.2 Fully present members**

The members of the Board of Directors were asked to give 100 percent participation during the public meeting.

**5. Conflicts of interest**

No conflicts of interest were declared.

**6. Role – Meeting**

**6.1 Timekeeper**

To ensure that the meeting ran smoothly, the Chairperson of the Board of Directors asked Janice Goguen to manage the discussion period for items on the agenda.

**6.2 Moderator**

The Chairperson of the Board of Directors appointed Julie Cyr as the moderator for this meeting, to ensure that the discussions do not diverge from the agenda.

**7. A) Notice of motion**

A notice of motion was submitted before the adoption of the agenda of the meeting of March 15, 2022. This was done further to a notice of motion submitted at the public meeting of December 7, 2021, during which there was a breach of procedure. The breach of procedure was the following: the Chairperson of the Governance Committee was not authorized to accept a friendly amendment. The Chairperson asked the Board member in question to resubmit their motion, find someone to second it and ask for a vote.

Norma McGraw had requested an amendment to MOTION 2021-12-07 / 05P for the review of policy CA-120 “Board of Directors and Governance Structure” (page 5, item 5).

**She proposed that after the following words:**

“[...] and if it is an information item or decision item. If the item is accepted, sufficient time is required to prepare the related documentation before the meeting documents are distributed.”

**the following words be added:**

“If a member wishes to add an item to the agenda of a meeting, the member must do so verbally or in writing to the Chairperson.

If the Chairperson determines that it is not pertinent to add the item to the agenda, the Chairperson will communicate with the member and explain why this item will not be added to the agenda.”

Ms. McGraw resubmitted this proposal, which was followed by this motion:

**MOTION 2021-12-07 / 05P (A)**

Moved by Norma McGraw

Seconded by Clément Tremblay

That the Board of Directors adopt the following motion: MOTION 2021-11-15 / 04GMC.

**Motion carried unanimously.**

**B) Adoption of the agenda**

The agenda was presented for adoption.

**MOTION 2022-03-15 / 02P**

Moved by Denis Pelletier

Seconded by Claire Savoie

That the Board of Directors approve the agenda of the public meeting as is.

**Motion carried unanimously.**

**8. Consent agenda**

8.1 Minutes of the December 7, 2021, meeting

8.2 Physicians’ temporary privileges

8.3 Correspondence

The Chairperson asked the members whether they wanted to adopt the consent agenda as presented.

**MOTION 2022-03-15 / 03P**

Moved by Gilles Lanteigne

Seconded by Monica Barley

That the Board of Directors adopt the consent agenda as is from the March 15, 2022, public meeting.

**Motion carried unanimously.**

**9. Report from the President and CEO**

The following report covers the period from November 22, 2021, to February 18, 2022. It includes the main accomplishments involved in meeting the objectives of the 2020–2023 Strategic Plan, the Regional Health and Business Plan and other priority and current files for the Network.

1. Optimizing public health and wellness
  - 1.1 Close partnership with Tele-Care (811)
  - 1.2 Redirection to community services from emergency departments
  - 1.3 Traffic in emergency departments (levels 4 and 5)
  - 1.4 Single-session therapy
2. Promote participation by patients/clients and families in improving continuous and integrated care and services
  - 2.1 Patients waiting for long-term care placement
  - 2.2 Edmundston Regional Hospital received national recognition for sound management of its resources
  - 2.3 Integration of new local management in the regional hospitals
  - 2.4 Nursing
  - 2.5 Surgical delays
  - 2.6 Inpatient mobilization program
3. Human capital: provide an appealing environment for retention and recruiting
  - 3.1 Strategic plan in human resources
  - 3.2 Wellness strategy and appreciation program
  - 3.3 Recruiting news – Arrival of new physicians
4. Partners: adopt a proactive approach with the partners to better meet the needs of the population
  - 4.1 Canada's Top 40 Research Hospitals
  - 4.2 Health research institute project
5. Infrastructures: optimizing fixed assets, equipment and technology
  - 5.1 Key projects, other projects and initiatives underway
6. Organizational culture: applying a learning approach in the organizational culture of continuous quality improvement
  - 6.1 Adjustments to the organizational structure
  - 6.2 2022 Accreditation Survey
7. Management of the COVID-19 pandemic
  - 7.1 Adaptability and flexibility
  - 7.2 Service levels
  - 7.3 Exemplary commitment and collaboration

**MOTION 2022-03-15 / 04P**

Moved by Joanne Fortin

Seconded by Janice Goguen

That the Board of Directors adopt the report by the President and Chief Executive Officer for the period of November 22, 2021, to February 18, 2022.

**Motion carried unanimously.**

**10. Committee reports**

**10.1 Governance and Nomination Committee**

Denis M. Pelletier, Committee Chairperson, presented the report on the February 14, 2022, meeting. The following items had been raised:

- 2021-2022 annual work plan
- Appointment of a new member to the Medical Advisory Committee
- Policy CA-410 "Evaluation Framework"

**MOTION 2022-03-15 / 05P**

Moved by Denis M. Pelletier

Seconded by Liza Robichaud  
That the Board of Directors adopt motion 2022-02-14/ 03GMC on policy CA-410 “Evaluation Framework” (presented in this report).  
**Motion carried unanimously.**

- Work plan – Governance Surveys and Standards  
**MOTION 2022-03-15 / 06P**  
Moved by Denis M. Pelletier  
Seconded by Julie Cyr  
That the Board of Directors adopt motion 2022-02-14 / 04GMC on the governance standards work plan (presented in this report).  
**Motion carried unanimously.**
- Annual General Meeting of the Board of Directors  
**MOTION 2022-03-15 / 07P**  
Moved by Denis M. Pelletier  
Seconded by Claire Savoie  
That the Board of Directors adopt motion 2022-02-14 / 05GMC on the continuation of the work started to energize the running of the AGM scheduled for June 21, 2022 (presented in this report).  
**Motion carried unanimously.**
- 2023–2026 strategic planning  
**MOTION 2022-03-15 / 08P**  
Moved by Denis M. Pelletier  
Seconded by Julie Cyr  
That the Board of Directors adopt motion 2022-02-14 / 06GMC on the appointment of Janice Goguen to sit on the selection committee for the planning consulting firm (presented in this report).  
**Motion carried unanimously.**
- Appointment of leaders, chairpersons and committee members  
**MOTION 2022-03-15 / 09P**  
Moved by Denis M. Pelletier  
Seconded by Liza Robichaud  
That the Board of Directors adopt motion 2022-02-14 / 07GMC on the process of expression of interest by members to sit on Board committees, chair a committee or be Vice-President of the Board (presented in this report).  
**Motion carried unanimously.**
- Evaluation of the previous meeting of the Board of Directors

The Chairperson of the Board thanked Mr. Pelletier for this report.

## **10.2 Finance and Audit Committee**

Gilles Lanteigne, Committee Chairperson, presented the report on the February 15, 2022, meeting. The following items had been raised:

- 2021-2022 audit plan  
**MOTION 2022-03-15 / 10P**  
Moved by Gilles Lanteigne  
Seconded by Terry Richardson  
That the Board of Directors adopt motion 2022-02-15 / 03FV on the audit plan (presented in this report).  
**Motion carried unanimously.**
- Financial statements (at December 31, 2021)  
**MOTION 2022-03-15 / 11P**  
Moved by Gilles Lanteigne  
Seconded by Denis M. Pelletier  
That the Board of Directors adopt motion 2022-02-15 / 04FV on the financial statements for the year ended December 31, 2021 (presented in this report).  
**Motion carried unanimously.**

- Quarterly report / balanced scorecard  
**MOTION 2022-03-15 / 12P**  
Moved by Gilles Lanteigne  
Seconded by Joanne Fortin  
That the Board of Directors adopt motion 2022-02-15 / 05FV on the quarterly report / balanced scorecard (presented in this report).  
**Motion carried unanimously.**
- Policy and procedure review  
**MOTION 2022-03-15 / 13P**  
Moved by Gilles Lanteigne  
Seconded by Liza Robichaud  
That the Board of Directors adopt motion 2022-02-15 / 06FV on the review of policies and procedures (presented in this report).  
**Motion carried unanimously.**
- Banking  
**MOTION 2022-03-15 / 14P**  
Moved by Gilles Lanteigne  
Seconded by Joanne Fortin  
That the Board of Directors adopt motion 2022-02-15 / 07FV on banking (presented in this report).  
**Motion carried unanimously.**

The Chairperson of the Board thanked Mr. Lanteigne for this report.

### **10.3 Care Quality and Patient Safety Committee**

Claire Savoie, Committee Chairperson, presented the report on the February 15, 2022, meeting. The following items had been raised:

- Review of 2022-2023 indicators
- 2021–2022 work plan
- Complaint report – Q3
- Incident report – Q3
- Inpatient experience report – Q3
- Recommendations of review committees
- Confidentiality and privacy incident report – Q3
- Report on open HIROC files
- Accreditation process update
- Documentation of quality activities and scorecard project – Chiefs of Staff
- Quadrants – Quality/client satisfaction and operational satisfaction of balanced scorecard 2021-2022 – Q3

The Chairperson of the Board sought a mover and seconder of a motion that the Board receive and endorse this report.

#### **MOTION 2021-12-07 / 15P**

Moved by Claire Savoie

Seconded by Gilles Lanteigne

That the Board of Directors receive and endorse the report on the February 15, 2022, meeting of the Care Quality and Patient Safety Committee.

**Motion carried unanimously.**

The Chairperson of the Board thanked Ms. Savoie for this report.

**10.4 Strategic Research and Training Committee**

Julie Cyr, Committee Chairperson, presented the report on the February 7, 2022, meeting. The following items had been raised:

- Summary of research and training activities
- Update – University mission strategic plan
- Feature: Telepsychiatry project
- Changes – Vice-presidents' portfolios
- Canada's Top 40 Research Hospitals
- Update – Health research institute

The Chairperson of the Board sought a mover and seconder of a motion that the Board receive and endorse this report.

**MOTION 2021-12-07 / 16P**

Moved by Julie Cyr

Seconded by Claire Savoie

That the Board of Directors receive the report on the February 7, 2022, meeting of the Strategic Research and Training Committee.

**Motion carried unanimously.**

The Chairperson of the Board thanked Ms. Cyr for this report.

**10.5 Ad Hoc Human Resources Committee**

Roger Clinch, Committee Chairperson, presented the report on the February 10, 2022, meeting. The following items had been raised:

- Pulse survey / recognition platform
- Indicators/scorecard
- Risk log
  - Staff shortage

**MOTION 2022-03-15 / 17P**

Moved by Roger Clinch

Seconded by Denis M. Pelletier

That the Board of Directors adopt motion 2022-02-10 / 03RH on staff shortage (presented in this report).

**Motion carried unanimously.**

- Staff burnout

**MOTION 2022/03/15 / 18P**

Moved by Roger Clinch

Seconded by Clément Tremblay

That the Board of Directors adopt motion 2022-02-10 / 04RH on staff shortage (presented in this report).

**Motion carried unanimously.**

- Many retirements are planned over the next five years.

**MOTION 2022/03/15 / 19P**

Moved by Roger Clinch

Seconded by Julie Cyr

That the Board of Directors adopt motion 2022-02-10 / 05RH on the number of retirements (presented in this report).

**Motion carried unanimously.**

- High staff turnover rate

**MOTION 2022-03-15 / 20P**

Moved by Roger Clinch

Seconded by Liza Robichaud

That the Board of Directors adopt motion 2022-02-10 / 06RH on the high staff turnover rate (presented in this report).

**Motion carried unanimously.**

- Wellness strategies and Parklane
- Balanced scorecard

The Chairperson of the Board thanked Mr. Clinch for this report.

#### **10.6 Medical Advisory Committee (MAC)**

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

- Renewal of privileges
- Accreditation survey results
- Documentation of quality activities
- Partnership for medical staff leadership training
- Collaboration on development of Vitalité Health Network's quality plan

Dr. LeBlanc, as Committee Chairperson, also presented the report on the February 15, 2022, meeting. The following items had been raised:

- Policies/forms recommended by the Medical Advisory Committee
- Requests approved by the Medical Advisory Committee
- Requests submitted to the Board of Directors for approval
  - “Opioid agonist therapy” medical order
  - “Portable monitoring and nocturnal oximetry testing” directive
  - Medical staff appointment requests
  - Medical staff category change requests
  - Additional fields of practice requests
  - Appointments – Local department heads
  - Appointment – Regional department head
  - Appointments – Local division heads
  - Request to create a local hospitalist department at Dr. Georges-L.-Dumont UHC
- Recognition

The Chairperson of the Board sought a mover and seconder of a motion that the Board receive and endorse this report.

#### **MOTION 2022-03-15 / 21P**

Moved by Monica Barley

Seconded by Liza Robichaud

That the Board of Directors receive the report of the Regional Chief of Staff and the report, including the motions, on the February 15, 2022, meeting of the Medical Advisory Committee.

**Motion carried unanimously.**

The Chairperson of the Board thanked Dr. LeBlanc for these reports.

#### **10.7 Professional Advisory Committee (PAC)**

Justin Morris, Committee Chairperson, presented the report on the February 9, 2022, meeting. The following items had been raised:

- PAC work plan
- Members whose term finishes in 2022
- Review of PAC terms of reference
- Orientation manual for PAC members
- Survey question – PAC annual evaluation
- Continuous quality improvement guide
- Progress of 2021-2022 quality and safety plan

The Chairperson of the Board sought a mover and seconder of a motion that the Board receive and endorse this report.

#### **MOTION 2022-03-15 / 22P**

Moved by Monica Barley

Seconded by Liza Robichaud

That the Board of Directors receive the report on the February 9, 2022, meeting of the Professional Advisory Committee.

**Motion carried unanimously.**

The Chairperson of the Board thanked Mr. Morris for this report.

**11. Information**

**11.1 Documentation for members**

There is no informational documentation (article) to share for this meeting. The members were encouraged to suggest articles for future meetings.

**11.2 In-camera meetings**

It is good practice to announce the in-camera meetings of the Board of Directors that have been held since the last Board of Directors meetings (December 6 and 7, 2021). Here is the list of in-camera meetings and the reasons for holding these meetings:

- In-camera meeting held December 6, 2021. Reason:
  - Information on risk management or patient care matters and specific information on an identifiable individual
- Special in-camera meeting held February 24, 2022. Reason:
  - Specific information on an identifiable individual

**12. Patient experience story**

**12.1 Story – Experience of an elder from Pabineau First Nation**

As part of the patient- and family-centred care strategy, Anna Sewell, daughter of the deceased Gilbert Sewell, who was an elder of Pabineau First Nation, provided an account of her father’s experience, the obstacles and challenges of the health care system, and how Vitalité Health Network could improve services to First Nations members. Rino Lang, Regional Manager of Adult Mental Health and Addiction Services, explained the efforts underway at the Network to better understand First Nations’ cultural diversity and health care needs. He explained the role of Joanna Martin, First Nations Regional Access Coordinator, which is to oversee the improvement of access to mental health care, addiction services and primary health care for First Nations, among other things. Ms. Martin also ensures the integration of traditional healing practices in the health care system and the improvement of the staff’s cultural knowledge. The Chairperson thanked Ms. Sewell for this very touching testimonial.

**13. Community relations / services provided**

**13.1 Single-session therapy**

Rino Lang presented a project on single-session therapy. Mr. Lang explained that single-session therapy started as a demonstration project at the Campbellton Community Mental Health Centre, and it proved a great success, helping to eliminate wait lists. It was thus the springboard for a provincial project. This service, which is designed to improve access and reduce wait times, is now offered in all Network centres.

**14. New business**

**14.1 Pilot project: Acadie-Bathurst ophthalmology clinic**

This subject was deferred to a future meeting.

**14.2 New Brunswick Public Health Laboratory**

Dr. Richard Garceau, head of the microbiology section, gave a presentation on the New Brunswick public health laboratory. Dr. Garceau outlined what the public health laboratory will be for New Brunswick. This was further to the announcement on March 2, 2022, of the designation of the public health laboratory.

**15. Evaluation of meeting**

The members of the Board of Directors were asked to take 10 minutes to evaluate the meeting.

**16. Adjournment**

The Chairperson asked for the meeting to be adjourned. Denis M. Pelletier moved to adjourn the meeting at 4:00 p.m.

**17. Opportunity for comments from the public**


Dialogue with the public was not held.



David Savoie

Chairperson of the Board of Directors

Denis M. Pelletier  
President (interim) for David Savoie



Dr. France Desrosiers

Secretary of the Board of Directors