

NOTICE OF MEETING MINUTES 

(Original version signed and archived)

<b>Title of meeting:</b>	Board of Directors	<b>Date and time:</b>	October 6, 2015 at 1:30 p.m.		
<b>Purpose of meeting:</b>	Public meeting	<b>Location:</b> Four Points by Sheraton, Moncton			
<b>Chairman:</b>	Paul Couturier				
<b>Recording Secretary:</b>	Sonia Haché-Lanteigne				
<b>Participants</b>					
Paul Couturier (Chairman)	√	Gabriel Godin (Vice-Chairman)	√	Sonia A. Roy	√
Adélard Cormier	√	Bonnie Mae Martin	√	Paulette Sonier-Rioux	√
Roger Doiron	√	Pierre Martin	√	Anne C. Soucie	√
Philippe Ferguson (Treasurer)	√	Christian Mercier	√	Donald Thériault	√
Rita Godbout	√	Tracy Peters	√	Lester Young	√
<b>Ex officio members</b>					
Gilles Lanteigne	√	Dr. France Desrosiers	√	Linda Sunderland	√
<b>Leadership Team</b>					
Alain Béchard	√	Jacques Duclos	√	Gisèle Beaulieu	√
Pierre Verret	√	Stéphane Legacy	√	Richard Losier	√

## MINUTES

### 1. Call to order

The Chairman of the Board of Directors welcomed the participants. He also welcomed Gilles Lanteigne, the new President and Chief Executive Officer of Vitalité Health Network.

### 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. The addition of the following point was requested:

- **8.8 Ad Hoc Committee – Medical Travel**

#### **MOTION 2015/10/06-01P**

Moved by Sonia A. Roy;

Seconded by Rita Godbout;

That the Board of Directors approve the agenda with the requested addition.

**Motion carried unanimously.**

### 4. Declaration of potential conflicts of interest

No conflict of interest was raised.

### 5. Approval of the minutes of the June 23, 2015 meeting

The minutes of the June 23, 2015 meeting were approved as presented.

#### **MOTION 2015/10/06-02P**

Moved by Philippe Ferguson;

Seconded by Christian Mercier;

That the Board of Directors approve the minutes as presented.

**Motion carried unanimously.**

### 6. Business arising from the minutes and follow-up

- **Dialysis services at the Stella-Maris-de-Kent Hospital**

An analysis of the hemodialysis services at the Stella-Maris-de-Kent Hospital had been conducted. This analysis will be factored into the health system transformation and modernization plan. The process of evaluating volumes over a 25-year period is very complex. The work continues.

- **Magnetic resonance imaging unit at the Dr. Georges-L.-Dumont University Hospital Centre**  
The analysis, conducted in collaboration with external experts and General Electric, was ongoing and focused on finding solutions to improve image quality.

#### 7. Report by the President and Chief Executive Officer

Gilles Lanteigne presented his report and explained that the model for his report differed from that of his predecessors. An integration plan based on a 100-day period formed part of his report and identified the status of measures completed to date. He pointed out that this plan was flexible since it had been devised based on limited knowledge of the organization's major issues and its internal and external stakeholders (also identified the status of measures completed to date). The appointment of Pierre Verret to the position of Vice-President, Human Resources, Management of Contracts, and Major Infrastructure Projects, was announced. Based on this report, the following topics were added:

- Engagement of employees and medical staff;
- Management of financial and material resources;
- Human resources management;
- Relations with partners and community agencies;
- Strategic management / communications;
- Development of a quality and patient safety culture;
- Relations with the Board of Directors;
- Integration of strategic and operational initiatives.

### 8. Committee reports

#### 8.1 Executive Committee

Paul Couturier presented the report on the August 26, 2015 meeting of the Executive Committee. The following points were discussed at this meeting:

- Report on the survey conducted by the firm Gauthier Murtada & Partenaires;
- Review and examination of the effectiveness and efficiency of some Network facilities;
- "Smoke-Free Environment" Policy.

#### **MOTION 2015/10/06-03P**

Moved by Anne Soucie;

Seconded by Paulette Sonier-Rioux;

That the Board of Directors approve the minutes of the August 26, 2015 meeting of the Executive Committee.

**Motion carried unanimously.**

#### 8.2 Governance and Nomination Committee

Tracy Peters presented the report on the September 16, 2015 meeting of the Governance and Nomination Committee. The following point was discussed at this meeting:

- Appointment of Dr. Martine Robichaud as Head of the Department of Family Medicine for Zone 1B (MOTION 2015/09/16-001GMC).

#### **MOTION 2015/10/06-04P**

Moved by Tracy Peters;

Seconded by Pierre Martin;

That the Board of Directors approve the minutes of the September 16, 2015 meeting of the Governance and Nomination Committee.

**Motion carried unanimously.**

#### 8.3 Finance and Audit Committee

Philippe Ferguson presented the report on the September 21, 2015 meeting of the Finance and Audit Committee. The following points were discussed at this meeting:

- Presentation of the financial statements to July 31, 2015 (MOTION 2015/09/21-03FV);
- Presentation of the financial statements to August 31, 2015 (MOTION 2015/09/21-04FV);
- Preliminary list of policies to be revised by the Finance and Audit Committee (MOTION 2015/09/21-06FV);

- Presentation of the Finance and Audit Committee's work plan for 2015-2016 (MOTION 2015/09/21-07FV).

**MOTION 2015/10/06-05P**

Moved by Philippe Ferguson;

Seconded by Lester Young;

That the Board of Directors approve the minutes of the September 21, 2015 meeting of the Finance and Audit Committee.

**Motion carried unanimously.**

**8.4 Quality and Risk Management Committee**

Anne Soucie presented the report on the September 14, 2015 meeting of the Quality and Risk Management Committee. The following points were discussed at this meeting:

- Quality Plan 2015-2016;
- Quality scorecard;
- Inpatient and outpatient satisfaction surveys;
- Accreditation survey (May 2017) – objective: With exemplary standing;
- Governance team work plan;
- Laboratory accreditation survey this fall;
- Patient Safety Week: Information note presented.

**MOTION 2015/10/06-06P**

Moved by Anne Soucie;

Seconded by Rita Godbout;

That the Board of Directors approve the minutes of the September 14, 2015 meeting of the Quality and Risk Management Committee.

**Motion carried unanimously.**

**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 September 15, 2015 meeting of the Medical Advisory Committee. The following points were discussed at this meeting:

- Requests for privileges and for changes to privileges;
- Conditional privileges;
- Associate medical staff;
- “Do-Not-Resuscitate” Policy (MOTION MAC 2015/09/15-09);
- “Patient Transfer” Policy (MOTION MAC 2015/09/15-12);
- “Smoking Cessation Program – Employees” Policy (MOTION MAC 2015/09/15-14);
- MAC scorecard;
- Accreditation Canada – required organizational practices (ROPs);
- New appointments: (MOTION (RMAC) 2015/09/15-08):
  - Dr. Martine Robichaud, Head of the Department of Family Medicine;
  - Dr. Rémi LeBlanc, Chair of the CMD;
  - Dr. Cédric Wybouw, EMP representative;
  - Dr. Pascal Philippe, Department of Anesthesia representative.

**MOTION 2015/10/06-07P**

Moved by Christian Mercier;

Seconded by Donald Thériault;

That the Board of Directors approve the minutes of the September 15, 2015 meeting of the Medical Advisory Committee.

**Motion carried unanimously.**

**8.7 Professional Advisory Committee**

Linda Sunderland presented the report on the September 22, 2015 meeting of the Professional Advisory Committee. The following points were discussed at this meeting:

- Inpatient Satisfaction – Executive Summary – Q1 April to June 2015 (1 vs 15-16);
- Outpatient satisfaction – benchmarking 2014-2015;
- Annual Complaint Report – April 30, 2015 – comparative complaint table (13-14 vs 14-15);
- Accreditation Canada – mapping our path – 2017;
- Integrated Risk Management – quarterly report – July 2015;
- Infection Prevention Report (Q1 – April to June 2015);
- Scorecard – Quality – July 2015;
- Quality and Patient Safety – annual report 2014-2015;
- Integrated Risk Management - annual report 2014-2015;
- New Brunswick Health Council Report – “Population Health Snapshot – Winter 2014-2015.”

**MOTION 2015/10/06-08P**

Moved by Anne Soucie;

Seconded by Donald Thériault;

That the Board of Directors approve the minutes of the September 22, 2015 meeting of the Professional Advisory Committee.

**Motion carried unanimously.**

**8.8 Ad Hoc Committee – Medical Travel**

Donald Thériault presented the follow-up report on the Ad Hoc Committee - Medical Travel.

- Identification and evaluation of the processes involved in booking clinical appointments;
- Identification of sectors potentially benefiting from telehealth;
- Verification of the system’s ability to target “no-shows,” and development of a data collection process as needed;
- Distribution of a memo in the fall to staff updating them on the activities and informing them of the next steps;
- Verification of activities conducted by Horizon Health Network during its winter 2015 awareness campaign;
- Follow-up to recommendations contained in the May 26, 2015 information note;
- Next steps.

**MOTION 2015/10/06-09P**

Moved by Donald Thériault;

Seconded by Gabriel Godin;

That the Board of Directors approve the follow-up report on the Ad Hoc Committee – Medical Travel.

**Motion carried unanimously.**

**9. Other items****9.1 “Smoke-Free Environment” Policy**

The new “Smoke-Free Environment” Policy, which will become effective on January 1, 2016 in Vitalité Health Network’s four zones, was presented. No one will be authorized to smoke, use products containing tobacco or medical marijuana, or use e-cigarettes in locations that the Network owns, leases, or is responsible for. The Smoking Cessation Program assisting employees, physicians, students, and volunteers will begin on October 7, 2015.

**MOTION 2015/10/06-10P**

Moved by Donald Thériault;

Seconded by Anne Soucie;

That the Board of Directors approve the “Smoke-Free Environment” Policy and the Smoking Cessation Program.

**Motion carried unanimously.**

**9.2 Presentation – First Nations project**

Marie Paulin, Manager of Mental Health Services in Bathurst, presented the “Braiding First Nations’ Culture with Vitalité Health Network” project. This project involves forging partnerships with First Nations’ communities in order to provide continuity of care and services (further to a project contained in Vitalité

Health Network's annual planning report 2010-2015). One of the goals of the second phase of the project is to pursue this process with the other First Nations' communities within Vitalité Health Network.

**10. Adjournment**

Sonia Roy moved to adjourn the meeting at 2:25 p.m.

**11. Session assessment**

The members of the Board of Directors were invited to assess the session.

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

The dialogue with the public followed.

Paul Couturier  
Chairman of the Board of Directors

Gilles Lanteigne  
Board Secretary