

NOTICE OF MEETING MINUTES

(Original version signed and archived)

Title of meeting:	Board of Directors	Date and time:	December 7, 2021 at 1:00 p.m.		
Purpose of meeting:	Public meeting	Location:	Four Points by Sheraton, Edmundston République room		
Chairperson: Administrative assistant:	David Savoie Sonia Haché-Lanteigne				
Participants					
Members					
Monica Barley	✓	Janice Goguen	x	Liza A. Robichaud	✓
Krista Toner-Brennan	✓	Gilles Lanteigne (Treasurer)	✓	Claire Savoie (Vice-Chairperson)	✓
Roger Clinch	✓	Norma McGraw	✓	David Savoie (Chairperson)	✓
Julie Cyr	✓	Denis M. Pelletier	✓	Dr. Louis Simard (left at 2:15 p.m.)	✓
Joanne Fortin	✓	Chief Terry Richardson	✓	Clément Tremblay	✓
Ex officio members					
Dr. France Desrosiers	✓	Dr. Nicole LeBlanc	✓	Justin Morris	✓
Leadership Team					
Dr. Natalie Banville	✓	Stéphane Legacy	✓	Brigitte Sonier-Ferguson	✓
Gisèle Beaulieu	✓	Johanne Roy	✓		
Jacques Duclos	✓	Sharon Smyth Okana	✓		
MINUTES					

1. Traditional lands acknowledgment – Chief Terry Richardson

Chief Terry Richardson was invited to give the traditional lands acknowledgment. The Chairperson thanked Chief Richardson, from the Pabineau First Nation, for this traditional Mi'kmaq statement. The Board of Directors is pleased to incorporate First Nations' culture more visibly into Vitalité Health Network's business.

2. Call to order

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

Hello and welcome everyone! It is my pleasure to open this public meeting of Vitalité Health Network here in Edmundston where winter has indeed begun! It was an eventful time in the health sector this fall, and I am happy to seize the opportunity of this quarterly meeting to provide an update on the Network. First, the Canadian Union of Public Employees (CUPE) strike impacted operations, making the work of our health care workers even more complex; it had an impact on our communities. This took place within an already extremely difficult context involving the fourth wave of COVID-19. That being said, I think our health care professionals navigated the situation brilliantly and adapted constantly during this rather tumultuous time. I thank them for their commitment and dedication.

The Minister of Health, the Honorable Dorothy Shephard, unveiled her action plan for health, which identified short- and long-term improvements in the health system. We are pleased that the Network was consulted and that the Board of Directors had the opportunity to meet with the minister when this plan was unveiled. Overall, this plan was well received; the need to act and do things differently was recognized. We took the time to explore the details of this action plan. Moreover, we have just met with Gérald Richard and Suzanne Johnston, co-chairs of the working group for implementation of this plan. The main items discussed revolved around the following points:

- The need to manage this action plan with a proven project management approach (including the responsibilities and accountability of each partner, performance indicators and clear deadlines);
- The recommendation to proceed with signing the accountability agreement during the first few months of this action plan;
- The recommendation to add the study of governance to the plan, to depoliticize our current system and increase the power of the boards of directors within the provincial health plan;
- The recommendation to add to the table representation from other departments that influence the various determinants of health;

- Assurance that financial, human and information resources will be prioritized to support the plan with special attention as needed to specific recruiting strategies for Francophone minorities;
- A recommendation to consider introducing a provincial performance measurement system for the health care system, with financial positive reinforcement.

He wished a very special welcome to Paul Couturier, a former Board chairperson, who was in the room.

2.1 Swearing in of a new member – Chief Terry Richardson

Chief Richardson was sworn in during the meeting. He was absent from the last meeting and he had not been appointed at the first meeting on June 22, 2021.

3. Confidentiality reminder

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

4. Reminders for meeting to run smoothly

4.1 Cell phones

The members of the Board were asked to turn off their cell phones to ensure the public meeting ran smoothly.

4.2 Fully present members

The members of the Board were asked to give their full participation at the public meeting.

5. Conflicts of interest

No conflicts of interest were raised.

6. Role – Meeting

6.1 Timekeeper

To ensure that the meeting ran smoothly, the Chairperson of the Board managed the discussion period for items on the agenda.

6.2 Moderator / “parking” coordinator

The Chairperson of the Board appointed Julie Cyr as moderator / “parking” coordinator to ensure that discussions did not diverge from the agenda.

7. Adoption of the agenda

The agenda was presented for adoption.

MOTION 2021-12-07 / 01P

Moved by Monica Barley

Seconded by Clément Tremblay

That the Board of Directors adopt the agenda as presented.

Motion carried unanimously.

8. Consent agenda

- 8.1 Adoption of consent agenda
- 8.2 Adoption of the minutes of the October 5, 2021 public meeting
- 8.3 Physicians’ temporary privileges
- 8.4 Correspondence

The Chairperson asked the members whether they wanted to adopt the consent agenda, and one member asked to remove item 8.4 “Correspondence” for letter no. 1 on the process of granting privileges to physicians, including nurse practitioners, in private practice, and letter no. 6 “Kent Regional Service Commission.”

MOTION 2021-12-07 / 02P

Moved by Claire Savoie

Seconded by Liza Robichaud

That the Board of Directors adopt the consent agenda of the public meeting of December 7, 2021 following removal of item 8.4 “Correspondence” for letter no. 1 on the process of granting privileges to physicians, including nurse practitioners, in private practice, and letter no. 6 “Kent Regional Service Commission.”

Motion carried unanimously.

8.4 Correspondence**Letter no. 1 on the process of granting privileges to physicians, including nurse practitioners, in private practice**

Gisèle Beaulieu, Vice-President of Performance and Quality, clarified that this letter helps ensure a process for granting privileges to physicians or nurse practitioners who work in our regions and are associated with organizations, such as third parties, and see how they can receive privileges. A process is in place for billing when they use public resources such as lab tests and diagnostic services that they bill to patients. Work is currently being done with Vitalité Health Network and Horizon Health Network to harmonize the processes for granting privileges. Any physicians/nurse practitioners who did not have privileges with Vitalité Health Network were not able to use the technical platforms. There are now specifications when they are associated with a care home, correctional centre or other organizations and, if there are specific agreements established, they can use the technical platforms.

Letter no. 6 “Kent Regional Service Commission”

The Chairperson of the Board welcomes any community collaboration initiative. Moreover, he was in touch with the Chair of the Kent Regional Service Commission and a meeting will be held in January 2022. The President-CEO stated that one of the driving forces of the Network’s strategic planning is to continue improving engagement with the communities. The Network already uses five-year cycles to assess community needs, with the communities. It plans to move toward ongoing conversations with the communities to improve the contribution of each partner (after assessments).

9. Report from the President and CEO

The following report covers the period from September 27 to November 19, 2021. 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. Engagement of employees and medical staff
 - 1.1 Obesity management training program
2. Management of human, physical and financial resources
 - 2.1 New physicians
 - 2.2 New nurse practitioner
 - 2.3 Recruiting activities
3. Relations with partners and community groups
 - 3.1 The foundations’ fundraising campaigns: For the wellness of our communities
 - 3.2 Commemorative plaque to honour the Chaleur Regional Hospital Auxiliary
4. Strategic management/communications
 - 4.1 Medication list awareness campaign
 - 4.2 COVID-19 testing: still essential
 - 4.3 Testing clinics by appointment
 - 4.4 Rapid test kit pick-up sites
5. Implementation of a quality and patient safety culture
 - 5.1 New incident reporting and management system
 - 5.2 Canadian Patient Safety Week
6. Relations with the Board of Directors
 - 6.1 Provincial department meetings
7. Integration of strategic and operational initiatives
 - 7.1 Virtual classrooms for health care workers

MOTION 2021-12-07 / 03P

Moved by Liza Robichaud

Seconded by Denis M. Pelletier

That the Board of Directors adopt the report by the President and CEO for the period September 27 to November 19, 2021.

Motion carried unanimously.

10. Committee reports**10.1 Governance and Nomination Committee**

Denis M. Pelletier, Committee Chairperson, presented the report on the November 15, 2021 meeting. The following items had been raised:

- New member orientation (mentorship)
- 2021-2022 Governance Committee work plan

- Ad Hoc Human Resources Committee terms of reference
- Planning of retreat with the Board – December 6 and 7, 2021
- Examples of reports from committee chairpersons
- Executive Committee role
- Review of policy CA-120 “Board of Directors and Governance Structure” (MOTION 2021-11-15 / 04GMC) and unanimous adoption via email
- Relations between the Network and various stakeholders
- Results of the survey on governance functioning
- Work plan on governance surveys and standards
- Evaluation of the last meeting of the Board of Directors

MOTION 2021-12-07 / 04P

Moved by Denis M. Pelletier

Seconded by Joanne Fortin

That the Board of Directors receive the report on the November 15, 2021 meeting of the Governance and Nomination Committee.

Norma McGraw suggested that the training provided to the members of the Governance and Nomination Committee be provided to the entire Board. This suggestion will be assessed by the Chairperson of the Governance and Nomination Committee.

MOTION 2021-12-07 / 05P

Moved by Denis M. Pelletier

Seconded by Monica Barley

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

Norma McGraw 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 sentences be added:

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

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.

10.2 Finance and Audit Committee

Gilles Lanteigne, Committee Chairperson, presented the report on the November 16, 2021 meeting. The following items had been raised:

- Service Framework Agreement between Service New Brunswick and Viatlité Health Network
- 2021–2022 work plan
- 2022-2023 capital budgets / five-year plan (MOTION 2021-11-16 / 03FV)
- Financial statements for the period ended September 30, 2021 (MOTION 2021-11-16 / 04F);
- Non-shareable funds
- Risk mitigation plan – Finance sector
- Review of policy CA-275 “Investments” (MOTION 2021-11-16 / 05FV)

MOTION 2021-12-07 / 06P

Moved by Gilles Lanteigne

Seconded by Liza Robichaud

That the Board of Directors receive the report on the November 16, 2021 meeting of the Finance and Audit Committee.

Motion carried unanimously.

MOTION 2021-12-07 / 07P

Moved by Gilles Lanteigne

Seconded by Liza Robichaud

That the Board of Directors adopt the following three motions made at the November 16, 2021 meeting of the Finance and Audit Committee: MOTION 2021-11-16 / 03FV, MOTION 2021-11-16 / 04FV and MOTION 2021-11-16 / 05FV.

Motion carried unanimously.

The Chairperson took the opportunity to inform the members of the Board that the next strategic scorecard will be monitored within the Board for the sake of fiduciary duty. The main role of the Board is to monitor to what extent the organization is achieving its strategic objectives. The presentation of the strategic scorecard will provide all members of the Board with the opportunity to fulfill this fiduciary duty and to ask questions on the Network's performance. This will also respond to a need expressed by members to obtain more information on the Network's operations. With respect to the Care Quality and Patient Safety Committee and the Finance and Audit Committee, they will continue to monitor performance specific to these activity sectors, as per their established terms of reference.

10.3 Care Quality and Patient Safety Committee

Claire Savoie, Committee Chairperson, presented the report on the November 16, 2021 meeting. The following items had been raised:

- Level 4 and 5 patients – Emergency
- Percentage of urgent surgeries performed within timeframe
- 2021-2022 work plan
- Complaint report – Q2
- Incident report – Q2
- Inpatient experience report – Q2
- Recommendations of review committees
- Report on incidents related to confidentiality and privacy protection – Q2
- Report on open files – HIROC (disputes, claims and other)
- Report from the Patient and Family Advisory Committee
- Accreditation process update
- Update on the mandate letter received from the minister
- Incident management software
- 2021-2022 Quality and Safety Plan (MOTION 2021-11-16 / 04QSSP)
- The Network's Continuous Quality and Safety Improvement Guide (MOTION 2021-11-16 / 05QSSP)
- Strategic and balanced scorecards – Q2

MOTION 2021-12-07 / 08P

Moved by Claire Savoie

Seconded by Gilles Lanteigne

That the Board of Directors receive the report on the November 16, 2021 meeting of the Care Quality and Patient Safety Committee.

Motion carried unanimously.

MOTION 2021-12-07 / 09P

Moved by Claire Savoie

Seconded by Liza Robichaud

That the Board of Directors adopt the two following motions made at the November 16, 2021 meeting of the Care Quality and Patient Safety Committee: MOTION 2021-11-16 / 04QSSP and MOTION 2021-11-16 / 05QSSP.

Motion carried unanimously.

10.4 Strategic Research and Training Committee

Julie Cyr, Committee Chairperson, informed the members of the Board that there had been no committee meeting since the last Board meeting.

10.5 Ad Hoc Human Resources Committee

Roger Clinch, Committee Chairperson, presented the report on the September 28, 2021 meeting. The following items had been raised:

- Staff turnover
- Pulse survey (MOTION 2021-10-28/03RH and MOTION 2021-10-28/04RH)
- Indicators essential to assessing the implementation and results to be achieved of the 2021-2024 HR strategic planning (MOTION 2021-10-28/05RH)
- Presentation of results attained at the midpoint of year one
- Demonstration of the HR scorecard (Power BI format)

MOTION 2021-12-07 / 10P

Moved by Roger Clinch

Seconded by Julie Cyr

That the Board of Directors receive the report on the October 28, 2021 meeting of the Strategic Research and Training Committee.

Motion carried unanimously.

MOTION 2021-12-07 / 11P

Moved by Roger Clinch

Seconded by Julie Cyr

That the Board of Directors adopt the following three motions made at the October 28, 2021 meeting of the Ad Hoc Human Resources Committee: MOTION 2021-10-28/03RH, MOTION 2021-10-28/04RH and MOTION 2021-10-28/05RH.

Motion carried unanimously.

10.6 Medical Advisory Committee

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

- Start of the privileges renewal process
- Accreditation
- Collaboration in developing the Network's Quality Plan
- Documentation of quality activities
- Partnership – Medical staff leadership training

Dr. LeBlanc, as Committee Chairperson, also presented the report on the November 16, 2021 meeting. The following items had been raised:

- Policies and forms recommended by the MAC (MOTION 2021-11-16/03-CMC)
- MAC's support for two proposals from the Ad Hoc Committee on reducing wait times in emergency departments (MOTION 2021-11-16/04-CMC)
- Appointments – Local division heads – MAC approval (MOTION 2021-11-16/09-CMC)
- Appointment – Local department head – MAC approval (MOTION 2021-11-16/10-CMC)
- Appointment requests (MOTION 2021-11-16/06-CMC)
- Medical staff category change requests (MOTION 2021-11-16/07-CMC)
- Appointments – Local department heads (MOTION 2021-11-16/08-CMC)
- Appointments – Regional department heads (MOTION 2021-11-16/11-CMC)
- Appointment – New MAC member (MOTION 2021-11-16/05-CMC)
- Appointments – New zone MAC members (MOTION 2021-11-16/12-CMC)

MOTION 2021-12-07 / 12P

Moved by Claire Savoie

Seconded by Denis M. Pelletier

That the Board of Directors receive the report of the Regional Chief of Staff and the report on the November 16, 2021 meeting of the Medical Advisory Committee.

Motion carried unanimously.

MOTION 2021-12-07 / 13P

Moved by Julie Cyr

Seconded by Monica Barley

That the Board of Directors adopt the ten following motions made at the November 16, 2021 meeting of the Medical Advisory Committee: MOTION 2021-11-16/03-CMC, MOTION 2021-11-16/04-CMC, MOTION 2021-11-16/05-CMC, MOTION 2021-11-16/06-CMC, MOTION 2021-11-16/07-CMC, MOTION 2021-11-

16/08-CMC, MOTION 2021-11-16/09-CMC, MOTION 2021-11-16/10-CMC, MOTION 2021-11-16/11-CMC and MOTION 2021-11-16/12-CMC.

Motion carried unanimously.

10.7 Professional Advisory Committee

Justin Morris, Committee Chairperson, presented the report on the November 17, 2021 meeting. The following items had been raised:

- Standards and policies recommended by the PAC:
 - Policy on the AECOPD action plan (MOTION 2021-11-17/03-CPC)
 - Policy on intravenous therapy (IVT) (MOTION 2021-11-17/04-CPC)
 - Policy on technical impressions (MOTION 2021-11-17/05-CPC)
 - Policy on medical assistance in dying (MOTION 2021-11-17/06-CPC)
- Presentation – Project – Screening for suicide risk

MOTION 2021-12-07 / 14P

Moved by Julie Cyr

Seconded by Monica Barley

That the Board of Directors receive the report on the November 17, 2021 meeting of the Professional Advisory Committee.

Motion carried unanimously.

MOTION 2021-12-07 / 15P

Moved by Claire Savoie

Seconded by Liza Robichaud

That the Board of Directors adopt the four following motions made at the November 17, 2021 meeting of the Professional Advisory Committee: MOTION 2021-11-17/03CPC, MOTION 2021-11-17/04CPC, MOTION 2021-11-17/05CPC and MOTION 2021-11-05/06CPC.

Motion carried unanimously.

11. Documentation for members

There was no documentation to share for this meeting.

12. Patient experience story

As part of the patient- and family-centred care strategy, we had the opportunity to hear about the experience of Sharron Demchuk's husband and daughters. Ms. Demchuk had amyotrophic lateral sclerosis (also called ALS or Lou Gherig's disease) and she received medical assistance in dying. She had organized her organ donation in order to offer the gift of life to some people waiting for organs. Ms. Demchuk was the first person in New Brunswick to make an organ donation after medical assistance in dying.

Jenny Toussaint, Regional Director of Intensive Care and the Cardiac Wellness program for the Network, was on site and presented some highlights of the organ donation program. The Chairperson thanked Ms. Demchuk's husband and daughters for this beautiful testimony. He also thanked Ms. Toussaint.

13. Community relations / services provided

13.1 Research project: "Roots of Hope"

Céline Fortin, Community Prevention Coordinator for Mental Health and Addiction Services, and Serge Robichaud, Manager of the Grand Falls Community Mental Health Centre, presented the "Roots of Hope" research project. The project was initiated to improve the knowledge of family physicians and nurse practitioners on suicide prevention among males (risk assessment and establishing improved management).

14. New business

No items were discussed.

15. Evaluation of meeting

The Board members were invited to take 10 minutes to assess the meeting.

16. Adjournment

Clément Tremblay moved to adjourn the meeting at 3:00 p.m.

17. Opportunity for comments from the public

Members of the public had the opportunity to make comments.

David Savoie
Chairperson of the Board of Directors

Dr. France Desrosiers
Secretary of the Board of Directors